



USER MANUAL

Calendar Xpress User Manual

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Calendar Xpress User Manual

1.0 Hello

Congratulations on buying Calendar Xpress! This Manual will guide you on how to use this software effectively.

1.1 Introduction

Calendar Xpress allows you to create not only table-top Calendars but through this software you can also create Wallmount Calendar, poster Calendar and Planner too and that too of multiple sizes. You can create Calendar in your own language. There are 17 languages available for Calendar creation. DgFlick provides you various photo editing tools in Calendar Xpress. You can add birthdays of your Facebook Friends to your Calendar in single click. You can change the language of Calendar Xpress. Calendar Xpress is loaded with 10 international languages.

You can give a complete personalized look to your Calendar by adding events like Anniversary, Festivals, birthday and holidays. Calendar Xpress is loaded with 99 years Preformatted Calendar. Calendar Xpress provides you tons of Decors and Templates by which you can decorate your Calendar. You can also create new template for your Calendar and save it for future use.

1.2 System Requirements

MAC System

- Mac Intel, min 1 GHz
- Mac OS X 10.6.V Leopard and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD-ROM drive
- USB Port *

Windows System

- Pentium 4, 2.8 GHz Processor and above
- Microsoft Windows XP (service pack 2)/
Microsoft Windows 7 / Microsoft Windows 8
- 1 GB RAM
- 1 GB free disk space
- CD/DVD- ROM drive
- USB Port *

Note: Topics marked with * are for PRO users.

2.0 Opening the Tool Box- Getting Started

This section deals with online and offline registration process and other tools like shortcuts, preferences and help.

2.1 Registration

Once you have installed the Calendar Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

The Process

On installation of Calendar Xpress, the Registration Window appears as shown in Image 2.1.0.1. Relevant details such as the Owner Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile Number need to be entered; some fields are mandatory (marked by an asterisk *). Fill in the details and proceed as per the instructions in this section.

The software enables you to complete the registration process while you are connected to the Internet and also while you are offline. It also allows you to register at a later date.



Registration

DgFlick
Calendar xpress (PRO)

Registration

Name : xxxxx *

Address : xxxxxxxxxxxx

City : xxxxxxxx *

Country : UNITED STATES *

State : Alabama *

Zip / Pin : xxxxx *

Email : xxxx@xx *

Phone / Mobile : xxxxxxxxxxxx *

Serial number : XXXXX-XXXXX-XXXXX-XXXXX *

* Mandatory fields for online registration.

Register


Register Later Register Offline

[Buy Now](#)

Image 2.1.0.1: The Registration Window

2.1.1 Online Registration

- The screen that you first see on starting the registration process (Image 2.1.0.1) needs to be completed as a first step. Here is how:

- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.
 - Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
 - In the last field: Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
OR
If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.
 - After ensuring that all the fields are filled correctly, click on  in the lower right-hand corner.
 - The message confirming completion of the registration process appears on the screen (Image 2.1.1.1).
- You are now registered and can use the software.

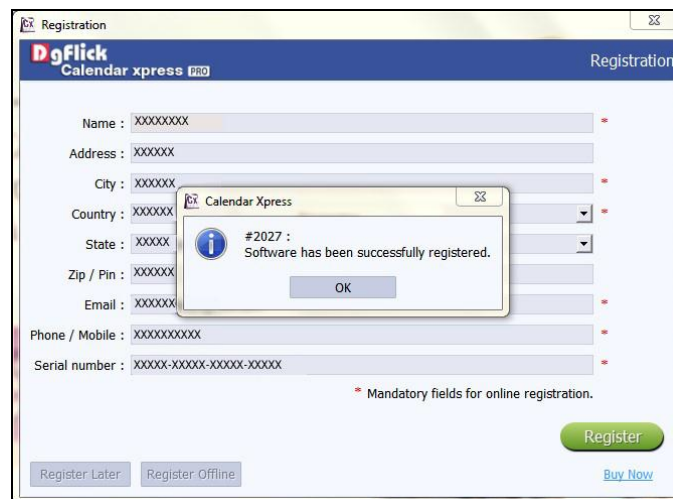


Image 2.1.1.1: Successful completion of online registration

2.1.2 Offline Registration

- If you do not have Internet access on your computer, you can proceed as follows:
 - Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.

- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
OR
- If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.
- After ensuring that all the fields are filled correctly, click on 'Register Offline' at the lower left-hand corner of the page, after which you move on to the next page.
- The next page (Image 2.1.2.1) has boxes for 'Serial number', 'DgKey' and 'Registration Key'.
- In the first field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
OR
- If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.

Registration

DgFlick
Calendar xpress PRO

Serial number : XXXXX-XXXXX-XXXXX-XXXXX

Generate DgKey

DgKey :

Provide this DgKey to us on below mentioned Website or Telephone number or email to receive Registration key.

Registration Key :


Enter the Registration key to Register the software.

Back Register

DgFlick Solutions Pvt. Ltd.
203/204, Shreeji Arcade, M.G. Road, Borivali (E), Mumbai - 400066, Maharashtra, India
Website : <http://www.dgflick.com>
Email : support@dgflick.com
Telephone : India : +91-22-29 68 68 68, United States : +1-732-543-7676

Image 2.1.2.1: Registering Offline

- Click on the **Generate DgKey** button below the serial number text box.
- The DgKey appears on the screen in the appropriate text box.

- Next, a registration key is required to complete the process. There are three ways of obtaining this key:
 - **Telephone:** Call +91 22 2968 68 68 and the support executive will provide you with the registration key corresponding to your DgKey.
 - **Email:** Email us at support@dgflick.com to receive your registration key via Email.
 - **Web:** Log on to www.dgflick.com to receive the key.
- Once you have your registration key, enter it in the corresponding text box.
- Click on  to activate the software.

Note: To get a feel of Calendar Xpress, You can download the software from our website www.dgflick.com and use as Trial.

OR

Click on the 'Buy Now' button to buy the complete version of Calendar Xpress.

Some of the features may not be available in trial version.

Note: If you are an existing user, fill in details such as your email id and password and the registration key is generated for your use.

2.2 Know Your Software

This section gives you a basic understanding of Calendar Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make finest use of the software.

2.2.1 General Features

Calendar Xpress comes with several features, which are discussed in this section:

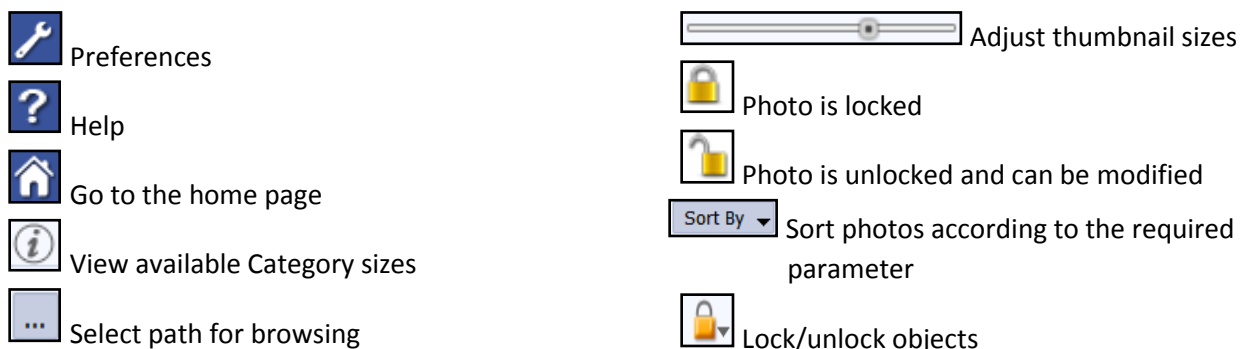
- **Ready-to-Use Themes:** Calendar Xpress has various inbuilt Themes. In addition, new downloadable Themes are released by DgFlick on a regular basis. Existing Themes can be altered as per your specifications and saved*; you could also build new Themes and share* them or sell them to other Calendar Xpress users worldwide. Moreover, more than 100 decors are also available along with the Calendar Xpress software.
- **Calendar Creation in multiple languages:** Calendar Xpress provides you the option to create a Calendar in 17 different languages. The software is loaded with 99 years preformatted Calendar. It

also helps you to design and create the Calendar according to your style. It allows you to sort, select and sequence photos, while planning your page layout and décor and it is supported by Wizard.

- **Online Cropping:** The online photo crop feature allows you to trim out any part of the source photo that you don't need. You can crop your photo to give it the desired height and width before incorporating it in your Calendar.
- **In-built Standard Calendar Sizes:** Calendar Xpress comes loaded with several in-built Calendar types predefined according to the standard industry printing specifications.
- **Template Creation and Alteration:** You can create new Templates or alter existing ones for the Calendar of your choice. You may also create a completely new page design using Decors available in Calendar Xpress or can bring in your own Decor and save* the Template for future use.
- **Multiple Photo Editing:** Calendar Xpress enhances the quality of the photos used.
- **Multilingual:** Calendar Xpress is already loaded with multiple languages. It supports Unicode. DgFlick keeps adding to its list of languages that Calendar Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick's dictionary for your own use.
- **Available on Windows and Mac:** Calendar Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.
- **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use. Moreover, all control panels are dock able and expandable and can be moved to the position of your choice.

Note: Some features are available only for the Calendar Xpress PRO version Users.

2.2.2 Controls and Navigation



	Arrange objects		Zoom out
	Page-based alignment		Fit to screen
	Object-based alignment		Actual size
	Equal spacing between objects		Save the work
	Equal size photos		Save a copy of the changes
	Group/ungroup objects		Load original image
	Rotate photo		Reset all
	Edit photo		Helps you to move back to the previous page
	Photo is not of very good quality but can be used		Helps you go to the next page
	Photo is of bad quality but can still be used		Rotate border 90°, 180°, 270°
	Photo is unfit for use		Flip horizontally
	Undo edit		Flip vertically
	Redo edit		Create a new category for Calendar
	Show/hide margins		Edit a category
	Show/hide gridlines		Delete a category
	Full Screen		Swap photo
	Adjust Thumbnail Size		Panning
	Zoom in		

2.2.3 Shortcut Tools

Calendar Xpress - Shortcut Keys			
Object Type	Actions	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key

	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
All	Rotate X Increase	ALT + X	ALT + X
	Rotate X Decrease	ALT + CTRL + X	ALT + COMMAND + X
	Rotate Y Increase	ALT + Y	ALT + Y
	Rotate Y Decrease	ALT + CTRL + Y	ALT + COMMAND + Y
	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1
	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND + SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND + SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND + SHIFT + 1

	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND + SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND + SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to Current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to Current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on Page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
All	Increase the Size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the Size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the Size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the Size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the Size of Object from – Center	ALT + 5	ALT + 5
	Increase the Size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the Size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the Size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the Size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the Size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the Size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the Size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9

	Decrease the Size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the Size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5
	Decrease the Size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the Size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1
	Decrease the Size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2
	Decrease the Size of Object from – Bottom Right	CTRL + ALT + 3	COMMAND + ALT + 3
Page	Flip Page Composition Horizontally	ALT + H	ALT + H
	Flip Page Composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

2.2.4 Preferences

Calendar Xpress allows you great flexibility in usages while working on your Calendar. You could

- Change to the language of your choice.
- Select the units you wish to work with.
- Select the desired Theme for your software.
- Dock and undock, expand and move the option panels to the desired location.

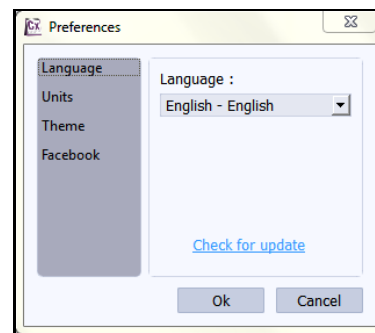



Image 2.2.4.1: The 'Preferences' window

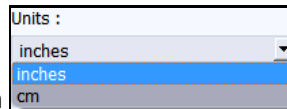
After installation, click on the Calendar Xpress shortcut icon in your specified path to start the software. The first screen shows the predefined categories.

! For the PRO version, do not forget to insert the dongle into your USB drive.

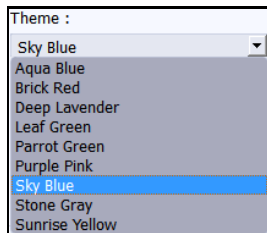
- Clicking on the  on the top right-hand corner, displays the 'Preferences' window (Image 2.2.4.1).



- Choose your preferred language from the dropdown; click on [Check for update](#) to check for the updated list of languages.



- Select the units you want to work in, from the dropdown.
- Select the different color in which you want your software to be displayed from



, click on [Get More](#) to get more Themes from Dgflick website.

- The history which was generated at the time of importing photos and events from Facebook will be deleted by clicking on the ☒ [Clear history everytime](#) checkbox from Facebook option.

OR

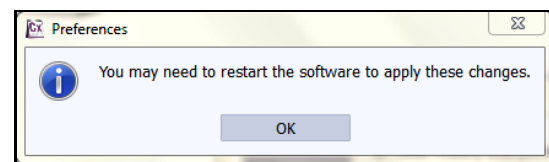
- If you want to work offline and want to access the photos and events from Facebook in future which are already accessed then keep the ☐ [Clear history everytime](#) checkbox unchecked.

- In Facebook tab you have two formats for importing photos from Facebook. They are

☒ [Optimize File Size](#) or ☒ [Optimize Quality](#).

- You could optimize the file size or the quality by selecting 'Optimize File Size' or 'Optimize Quality' option as per your requirement.

- Clicking on 'OK' will accept your choices but you might need to restart your software for the changes to take effect. Click on 'OK' when the following dialog box appears:



- Click on [?](#) to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section 2.2.3).

- All option panels can be docked, undocked, expanded or moved to create an interface that gives you maximum working comfort.

3.0 Getting Into The Job – Using The Software

In previous section we learnt about software functionality. Now in this section we will learn how to use this software to create Calendars. We will see various available categories and sizes and various ways to create Calendars.

3.1 Predefined Categories and Sizes

Calendar Xpress is software that lets you use its made-to-standard, predefined categories and sizes or create your own categories and sizes the way you want to.

The ready-to-use Calendar types, which conform to printing and binding industry standards, come in four major variants. Each of these categories has multiple size options and you can choose the size that suits the Calendar you want to design.

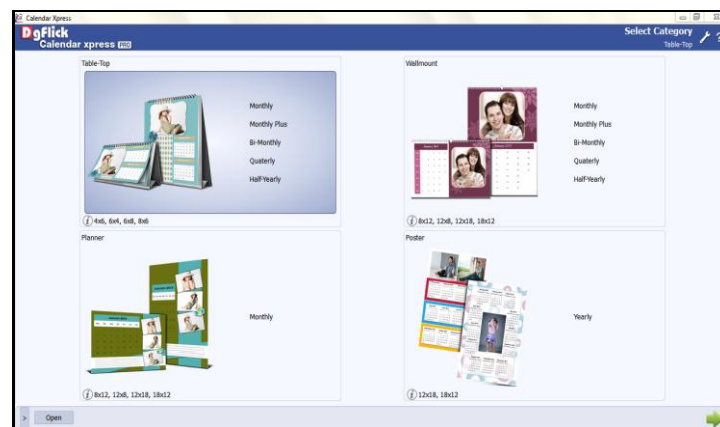


Image 3.1.1: 'Select Category' windowPredefined Categories and their Sizes

- Calendar categories are categorized into Table-Top, Wallmount, Planner and Poster.
 - **Table-Top:** Make personalized Monthly, Monthly Plus, Bi-monthly, Quarterly and Half-Yearly table top Calendar with or without cover.
Sizes Available (Inch) are 4x6, 6x4, 6x8 and 8x6.
 - **Wallmount:** Make personalized Monthly, Monthly Plus, Bi-monthly, Quarterly and Half-Yearly wall mount Calendar with or without cover.
Sizes Available (Inch) are 8x12, 12x8, 12x18 and 18x12.

- **Planner:** Make personalized Monthly Planner Calendar without cover.
Sizes Available (Inch) are 8x12, 12x8, 12x18 and 18x12.
- **Poster:** Make personalized Yearly Poster Calendar without cover.
Sizes Available (Inch) are 12x18 and 18x12.

3.2 Creating and Modifying Categories and Sizes *

Calendar Xpress has a wide variety of predefined categories and sizes. However, in case the Calendar size you have in mind is not among the standard sizes, you could create your own category and size, edit it or delete it permanently as per your requirement. You can define your own custom Calendar parameters such as Cover, Page, Size and Bind Type.

3.2.1 Creating a Category and Size *

Adding a Category




- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
- Click on  to 'Add' a new Category (Image 3.2.1.1) on the 'Select Category' window.



Image 3.2.1.1: The 'Select Category' window with the 'Add', 'Edit' and 'Delete' options

- On the next window: 'Create Category' (Image 3.2.1.2), Fill in the fields corresponding to the, 'Name': The name you want for your new Category.

‘Ref. Image’: The image you want for your Category, clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.

‘Description’: Give a description of the category you are creating.

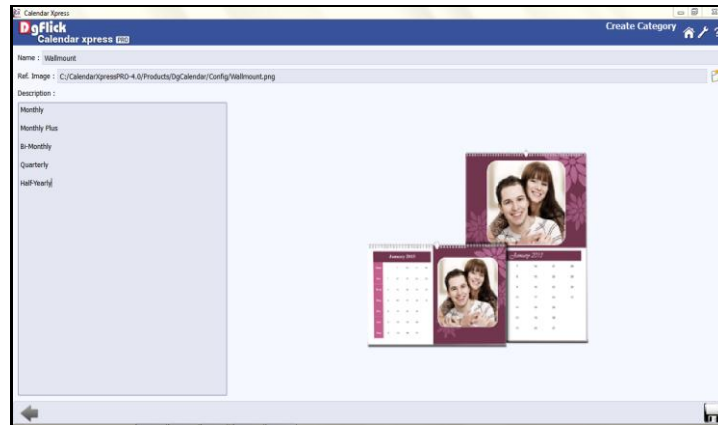


Image 3.2.1.2: The ‘Create Category’ window



- Click , on the lower right-hand corner to save the category you created (Image 3.2.1.3).



Image 3.2.1.3: The New Category created

! Leaving either the ‘Name’ or the ‘Ref. Image’ field blank will not allow you to save the Category.

- The new category is created and can be viewed along with the predefined categories.

! At any point during the process, you could click on the back button  to go back to the previous window. On clicking this button, you are offered the chance to save/not save your changes or cancel the ‘Back’ command.

You could also click on  to go back to the home page.

Adding a Calendar Size




- To view the Calendar sizes under a category, double click on the category. Alternatively, you could select the category and then click on  in the lower right-hand corner.
- Click on  to ‘Add’ a new size on the ‘Select Calendar’ window (Image 3.2.1.4).



Image 3.2.1.4: 'Select Calendar' window with the 'Add', 'Edit' and 'Delete' options

- On the next window: 'Create Calendar' (Image 3.2.1.5), Fill in the fields corresponding to the,

'Name': The name you want for your new Size.

'Ref. Image': The image you want for your Size, clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.

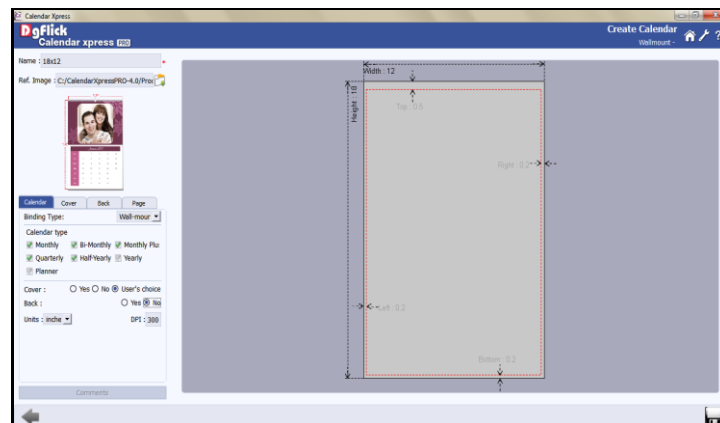


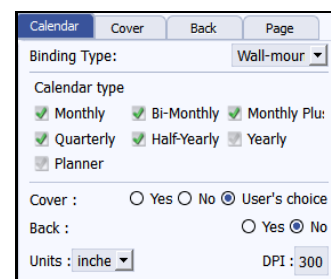
Image 3.2.1.5: The 'Create Calendar' window

- Select the parameters under the 'Calendar' tab.

These are:

Binding Type, Calendar type,

Cover, Back, Units and DPI



- Fill in the parameters under 'Cover' tab.
These are:
Width and Height.
Margins (Left, Right, Top and Bottom).

Calendar	Cover	Back	Page
Width : 12		Height : 18	
Margins			
Left : 0.2		Right : 0.2	
Top : 0.5		Bottom : 0.2	

- Fill in the parameters under 'Page' tab.
These are:
Width and Height.
Margins (Left, Right, Top and Bottom).

Calendar	Cover	Back	Page
Width : 12		Height : 18	
Margins			
Left : 0.2		Right : 0.2	
Top : 0.5		Bottom : 0.2	

- You could add your comments by clicking on the 'Comment' button.


- Click  on the lower left-hand corner to save the size you created. (Image 3.2.1.6)





Image 3.2.1.6: The new Size added

- The new Calendar size is created and can be viewed along with the other Calendar sizes.

Note: Some features are available only for the Calendar Xpress PRO version users.

3.2.2 Editing a Category and Size *

Editing a Category

- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
- After selecting the category you wish to modify on the 'Select Category' window, (Image 3.2.2.1) click on  to edit the category as per your requirements.

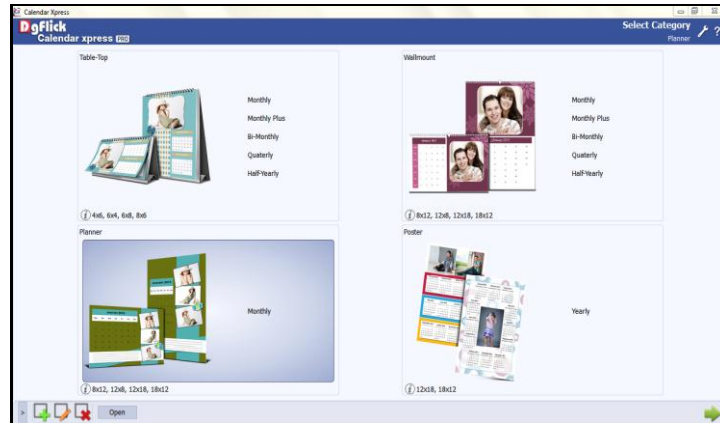



Image 3.2.2.1: The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

- On the next page: 'Edit Category' (Image 3.2.2.2), You can add your edits to the,
 'Name': Edit the name as per your choice.
 'Ref. Image': Edit the Ref. image as per your choice by clicking on the  to the right of this field lets you choose the reference image from the path in which you saved it.
 'Description': Change the description of the Category as per your Choice.

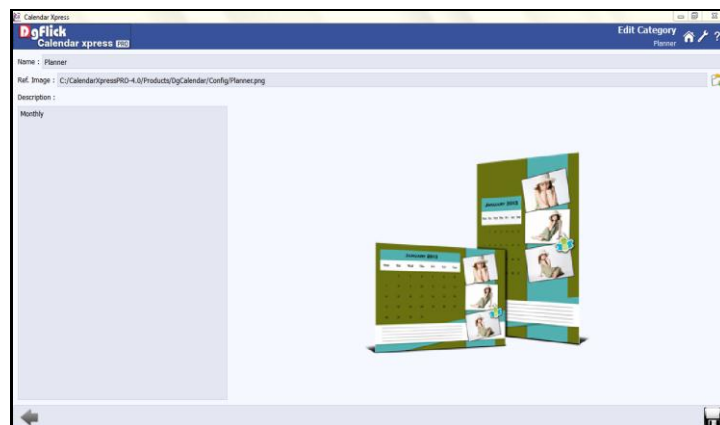




Image 3.2.2.2: The 'Edit Category' window

- Save the changes by clicking  on the lower right hand corner.

! At any point during the process, you could click on the back button  to go back to the previous window. On clicking this button, you are offered the chance to save/not save your changes or cancel the 'Back' command.

You could also click on  to go back to the home page.

Editing a Size

- To view the available sizes under a category, double click on the category. Alternatively, you could select the category and then click on  in the lower right-hand corner.



- On the 'Select Calendar' window, (Image 3.2.2.3) select the size you need to edit and then click on .



Image 3.2.2.3: The 'Select Calendar' window with 'Add', 'Edit' and 'Delete' option

- On the next page: 'Edit Calendar' (Image 3.2.2.4), You can make changes to the,

'Name': Edit the name as per your choice.

'Ref. Image': Edit the Ref. image as per your choice by clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.

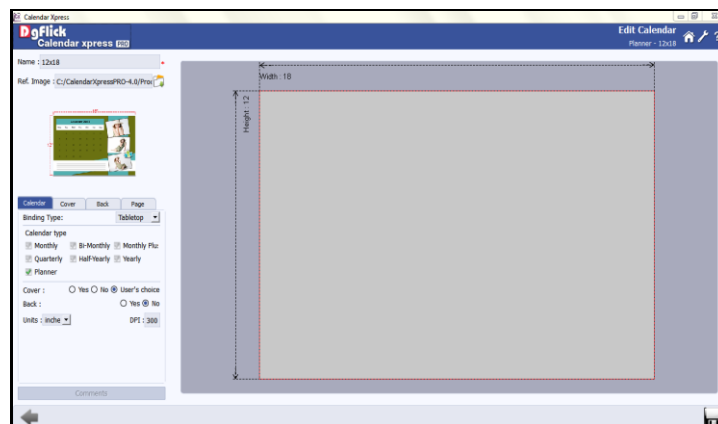


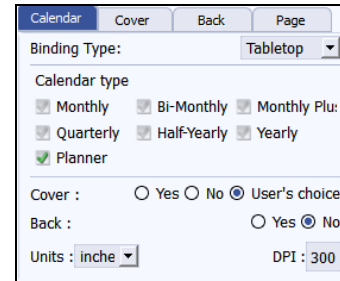
Image 3.2.2.4: The 'Edit Calendar' window

- You could edit the parameters under the 'Calendar' tab.

These are:

Binding Type, Calendar type,

Cover, Back, Units and DPI

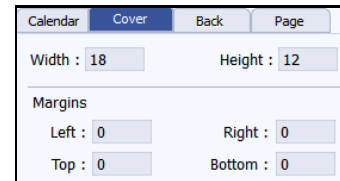


- Fill in the parameters under 'Cover' tab.

These are:

Width and Height.

Margins (Left, Right, Top and Bottom).

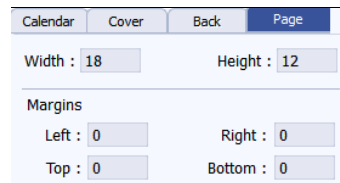


- Fill in the parameters under 'Page' tab.


These are:

Width and Height.

Margins (Left, Right, Top and Bottom).



- You could add your comments by clicking on the 'Comment' button.



- Click  on the lower right-hand corner to save the changes you made to the size.

- The changes done get saved.

Note: Some features are available only for the Calendar Xpress PRO version users.

3.2.3 Deleting a Category and Size *

Deleting a Category

- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
- After selecting the category you wish to delete on the 'Select Category' window (Image 3.2.3.1), click on  to delete it permanently.

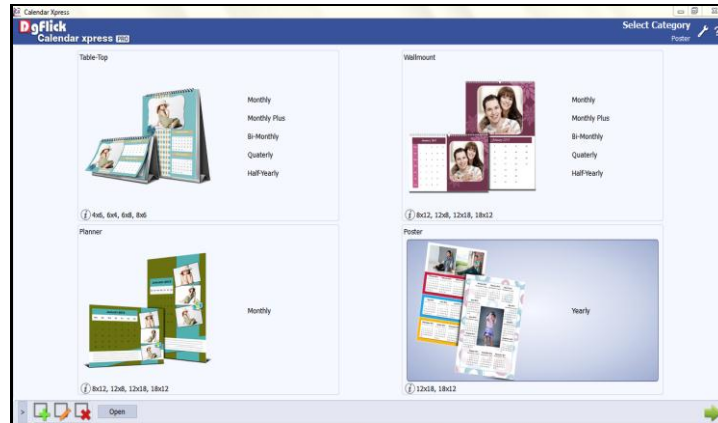
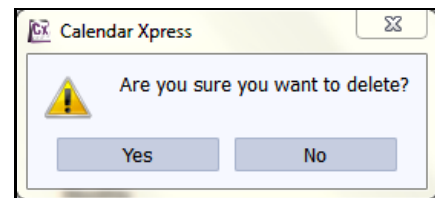


Image 3.2.3.1: The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

- A dialog box asking if you are sure you want to delete it appears on the screen.
- Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.



Deleting a Size



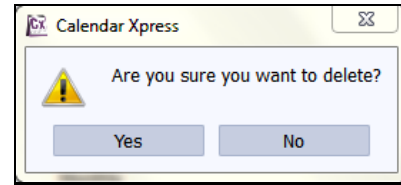
- To view the available sizes under a category, double click on the category. Alternatively, you could select the category and then click on  in the lower right-hand corner.
- On the 'Select Calendar' window (Image 3.2.3.2), select the size you need to delete and then click on  to delete it permanently.



Image 3.2.3.2: The 'Select Calendar' window

- A dialog box asking if you are sure you want to delete it appears on the screen.
- Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.



Note: Some features are available only for the Calendar Xpress PRO version users.




3.3 Creating Your Calendar

Once you have modified or customized categories according to your requirements (Section 3.2), it is time to move on to the actual process of Calendar creation. Calendar Xpress gives you the option of designing your Calendar either in Fast or Easy way. You could also go in for advanced page composition i.e. Smart way for a wider array of options while creating your Calendar.

3.3.1 Fast way of creating Calendar

Using Calendar Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting category, size and photo and your Calendar is ready in a quick way. It is supported by wizard to make your task simpler.

Common Features

- : This lets you change to the path of your choice to select photos, backgrounds, clip-arts, borders and masks. In most instances, the last 15 paths accessed will be displayed for use and reference, once this option is selected.
- : Can be used for adjusting thumbnail sizes.
- : Can be used to reset the changes done.
- **Number on the photo:** On clicking the 'Photo' tab on the left of the screen, the photos to be used for the Calendar is displayed. The number on the photo in the tab indicates the number of times the photo has been used in the Calendar.



- **Ruler:** Horizontal and vertical rulers are available to help align photos on the page. The rulers can be seen on the top and left of the page and can be activated by clicking on them. The rulers that can be dragged onto the page and photos can be aligned against them.

The Process

Select Category

- On the 'Select Category' window (Image 3.3.1.1), select the Category you would like to use for your Calendar: Table-Top, Wallmount, Planner and Poster. The options available for each category are displayed in the Select Category window.

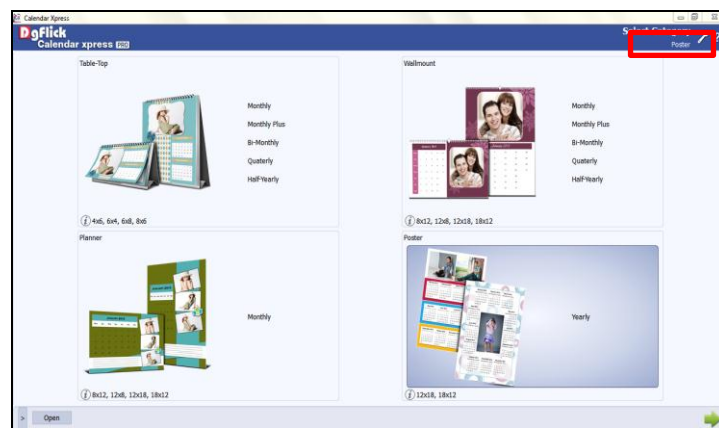




Image 3.3.1.1: The 'Select Category' window

- The category that you have selected is seen on the top, right-hand corner.

- You can view a drop down list of various Calendar sizes, available under the category (refer section 3.1) by keeping your mouse pointer on .

12x18,
18x12

- Double click on the category or select the category and click  on the lower, right-hand corner to select the category.

- On the 'Select Calendar' window (Image 3.3.1.2), select the desired size for your Calendar.

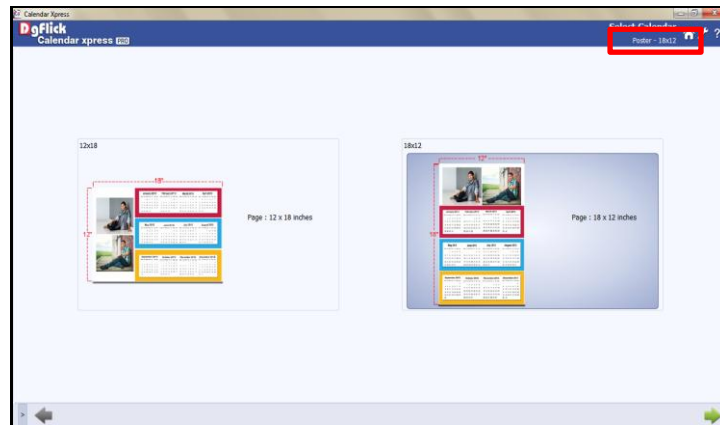





Image 3.3.1.2: The 'Select Calendar' window

- The size that you have selected is seen on the top, right-hand corner along with the Category.

- Click  on the lower, right-hand corner to go to 'Select Period' window.

! At any point during the process, you could click on the  button to go back to the previous page. You could also click on  to go back to the home page.

Select Period

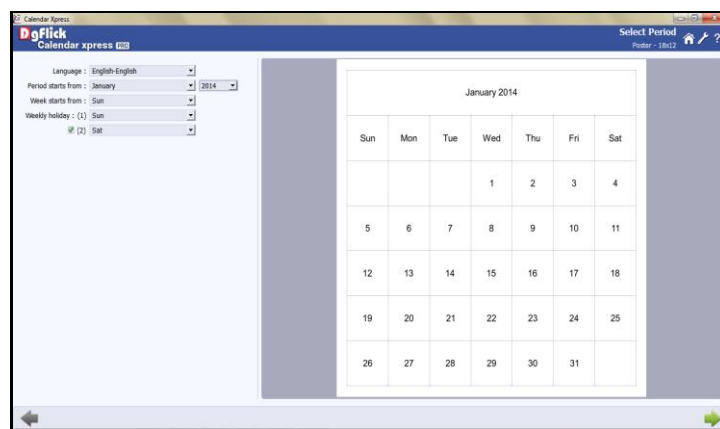


Image 3.3.1.3: 'Select Period' window

- Select the desired language from

Language : English-English

Language :	English-English
Period starts from :	January 2014
Week starts from :	Sun
Weekly holiday : (1)	Sun
	✓ (2) Sat


- Select the starting year and month for the Calendar from

Period starts from : January 2014

- Select the day of the week to start from Week starts from : Sun

- Select the weekly holiday for your Calendar from

Weekly holiday : (1) Sun
(2) Sat

- Select all the desired fields and click on  to go to 'Select Events' window.

Select Events

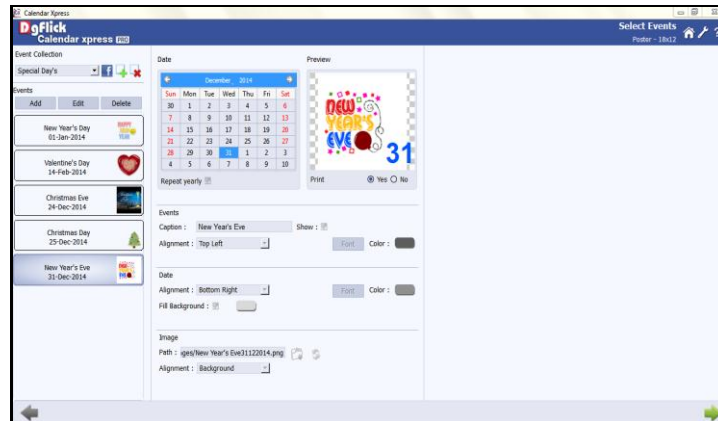




Image 3.3.1.4: 'Select Events' window

- Select the event to be added from Events Collection tab

None
None
Special Day's

- Click on  to create your own event collection. (for Details refer section 3.3.4)

- Click on  to delete the event collection.

- After setting the period and event, click on  to go to 'Select Theme' window.

Select Theme

- On the 'Select Theme' window (Image 3.3.1.5), you can see the various templates for the Calendar.

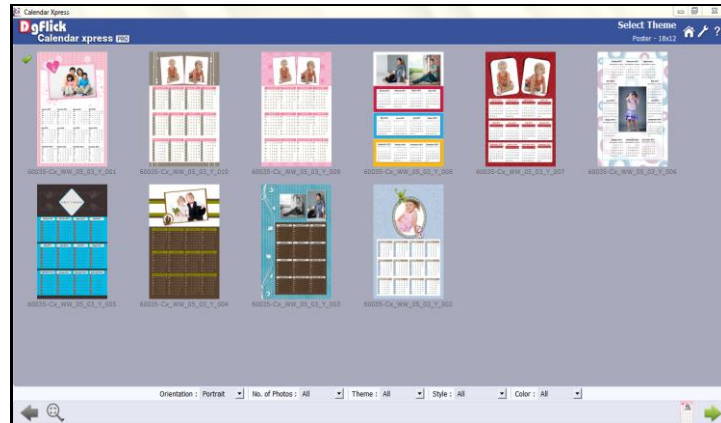
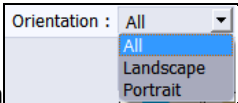


Image 3.3.1.5: The 'Select Theme' window

- You can filter the parameters for the template selection as per your choice. Shown in the 'Option bar' at the bottom of the page.

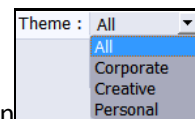
- **Orientation:** The default orientation for the Calendar size will be show in the box. However, you

could change this by clicking on .

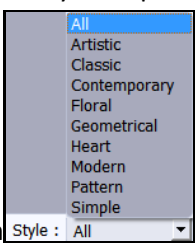
- **Number of photos:** Decide the number of photos to be used in the Calendar by clicking on

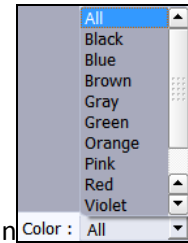


- **Theme:** The theme for the Calendar can be chosen by clicking on



- **Style:** Clicking on the style drop list gives you the styles available for the Calendar. Choose the

style by clicking on .



➤ **Color:** Choose the color you want to style your Calendar in by clicking on

- Select the template you want by clicking on it. The selected one has a green tick symbol on the top left-hand corner (Image 3.3.1.6). Also the selected template can be seen on the bottom, right hand corner.

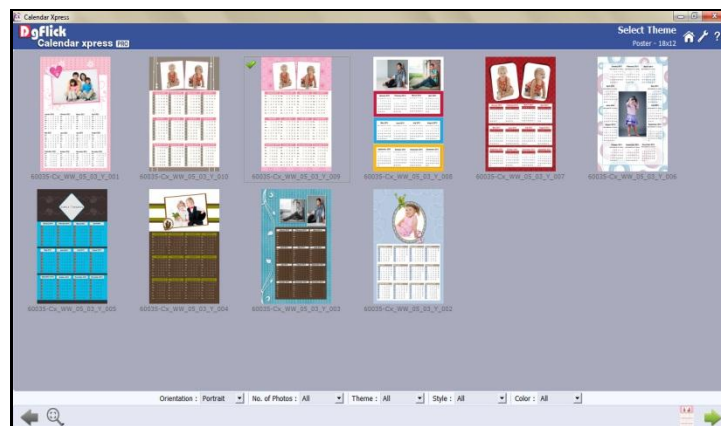



Image 3.3.1.6: The selected template is indicated by a green tick on the top, left-hand corner

! Additional icon on the page:

Clicking on  allow you to alter the size of the thumbnails.

- After selecting the template, click on  to move on to the 'Select Photos' window.

Select Photo

- On the 'Select Photos' window (Image 3.3.1.7), select the photos for your Calendar.

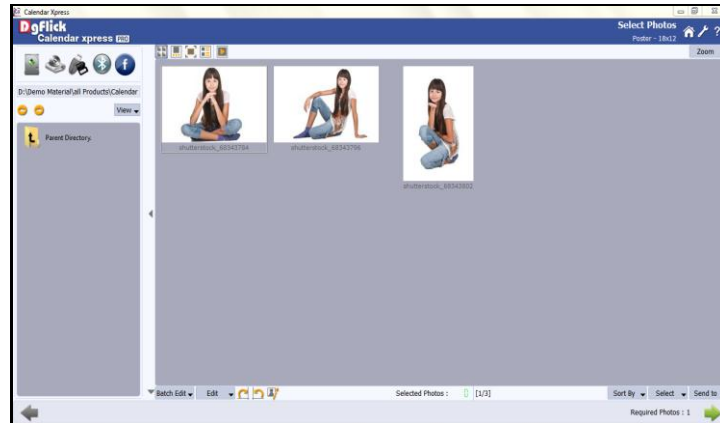


Image 3.3.1.7: The 'Select Photos' window


- You have the option of selecting the photos from the



- You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section 3.3.5 Manage Your Photos)

- Selected Photos :**  Shows the number of photos selected.

- You can see no of photos required for your Calendar from **Required Photos : 2**

- Once you select the required number of photos, click on  to go to the 'Design Calendar' window.

Design Calendar

- Your Calendar is now ready with the selected photos and can be viewed in the 'Design Calendar' window (Image 3.3.1.8).

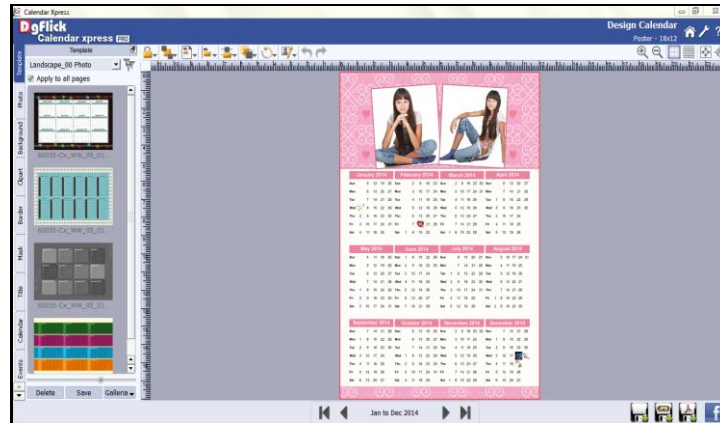


Image 3.3.1.8: The 'Design Calendar' window

Background



- Click on the **Background** tab on the option bar to select the background for your Calendar or to fill it with any solid color. (Image 3.3.1.9)
- Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the browse button . The last 15 paths used can be viewed.



Image 3.3.1.9: Background tab

- To use a background, double click on it or drag and drop it on the canvas from the option bar (Image 3.3.1.10).
- Uncheck the **Fit to size** check box on the left to expand the background on the page.
- To fill the canvas with one single solid color, click on  and place it on the color you wish to use as background for your Calendar. The whole page now gets a background of that color.

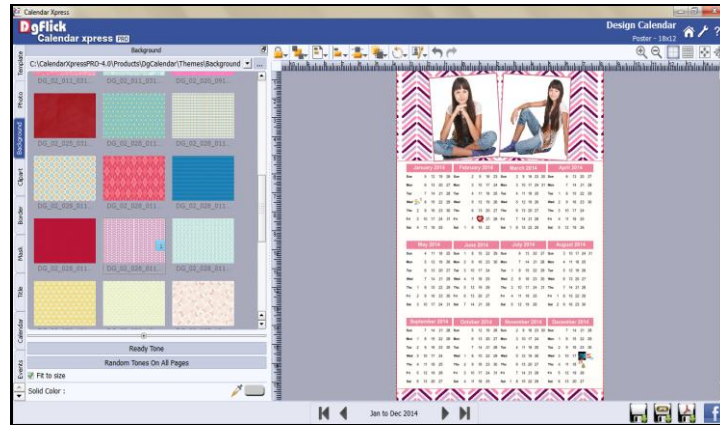


Image 3.3.1.10: The page with the selected background

- Click on the **Ready Tone** button on the left panel to select from a range of 18 ready tones available for each background.
- To change the tone (Image 3.3.1.11); double click on the chosen tone.

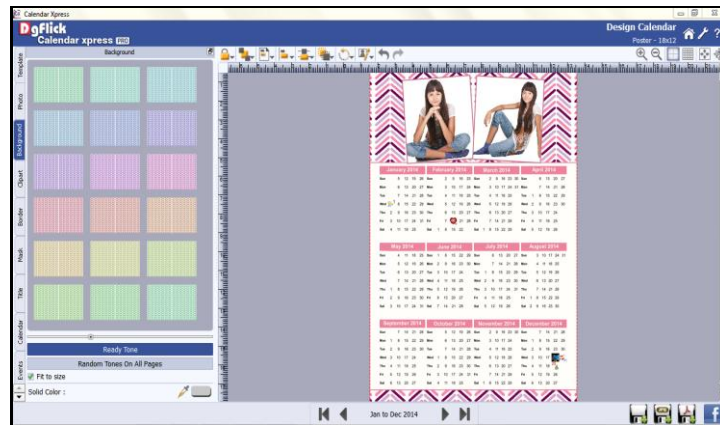


Image 3.3.1.11: The background with its ready tone




- Click on **Random Tones On All Pages** to apply random background tones to all the pages.
- You could also use a photo of your choice as the background for your Calendar. To do this, click on the **Photo** tab to view the selected photos. Check the box **Set Photo As Background** at the top and then double click on the photo. The photo now serves as a background to the page (Image 3.3.1.12).



Image 3.3.1.12: Calendar with photo as background

- **Photo Quality Indicator:** The quality of photos used in the Calendar must be good to ensure clarity in the final product. Calendar Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

Table 3.3.1.13: Photo Quality Indicator

Indicator and color	Interpretation
 Yellow	The photo quality is not good; however, the final output will be satisfactory.
 Orange	The photo quality is poor and will not yield good results on printing.
 Red	The photo is unsuitable for printing.

- Here your Calendar is ready in a fast way and now can be saved and exported.

3.3.2 Easy way of personalizing Calendar

You can edit your already created Calendar in a very easy way with the help of following process. In this section we will edit the Calendar which we created in previous section.

The Process

Once you select category, size and photos for your Calendar you will see your Calendar is ready in 'Design Calendar' window. You can edit it and add a personal value to Calendar in following way.

Design Calendar

- Now in 'Design Calendar' window you can see already created Calendar. (Image 3.3.2.1)

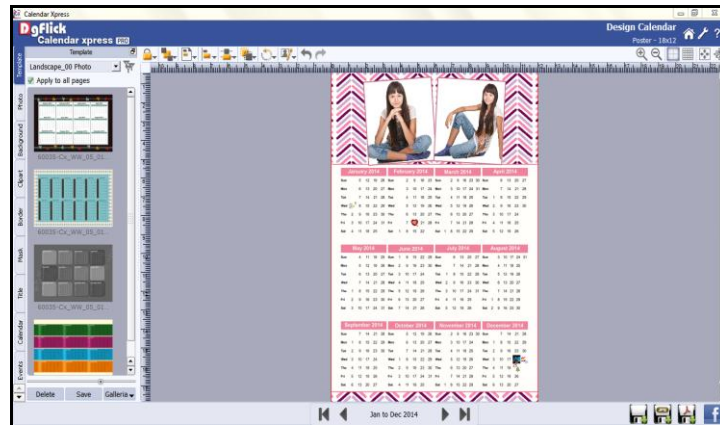


Image 3.3.2.1: 'Design Calendar' window

Change Template



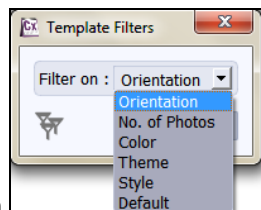

- Click on  tab on the option bar to insert the templates of your choice.
- Click on  to filter the templates according to Orientation, No. of photos, Color, Theme, Style and Default.



Image 3.3.2.2: Template tab



- Select the desired filtration type from  and click on 'OK'.
- Double click on the desired template to be applied. (Image 3.3.2.3)

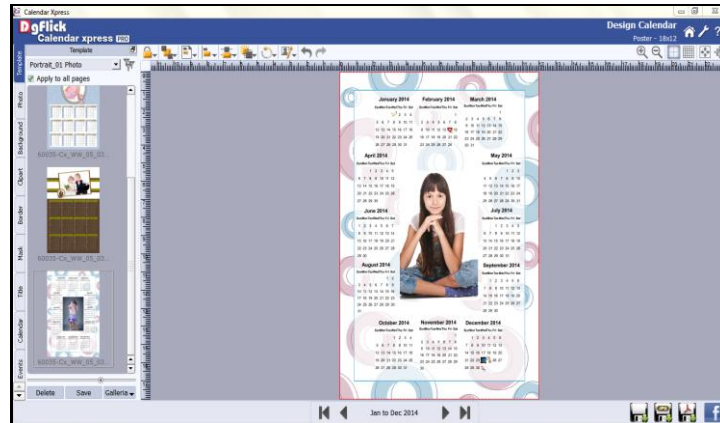

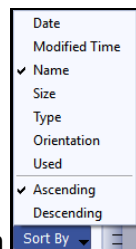



Image 3.3.2.3: 'Design Calendar' window Template changed

Change Photo



- Click on the  tab on the left panel to change the photos into the applied template.
- You could browse photos and even access the last 15 paths you have used.



- Sort the photos by clicking on  .
- To insert a photo, either double click on it or drag and drop it on the canvas (Image 3.3.2.4).

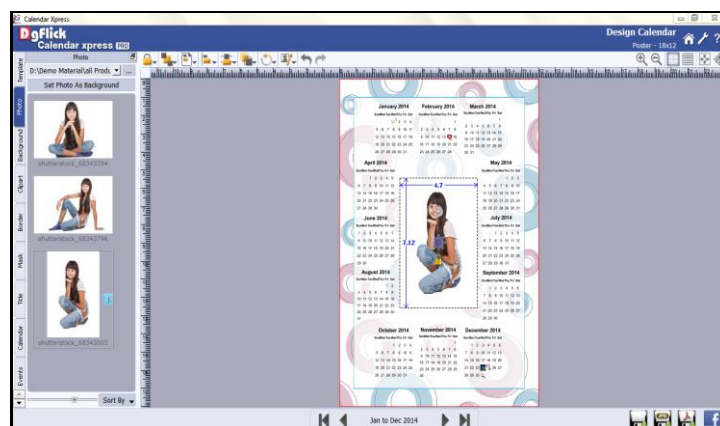





Image 3.3.2.4: 'Design Calendar' window ... Photo changed

Rotating Photos

- Rotating photos in the Calendar keeping the creation in mind adds to the overall presentation of it. Calendar Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.

- To rotate the photo within the frame: keep your cursor on the rotate icon  that is seen when you select a photo. Once the 'hand' symbol appears use the mouse to rotate it in the direction of your choice.

- To rotate the photo along with the frame: 'Unlock' the photo by clicking on . Now keep your cursor on  and use the mouse to rotate the photo with the frame when the 'hand' appears (Image 3.3.2.5).

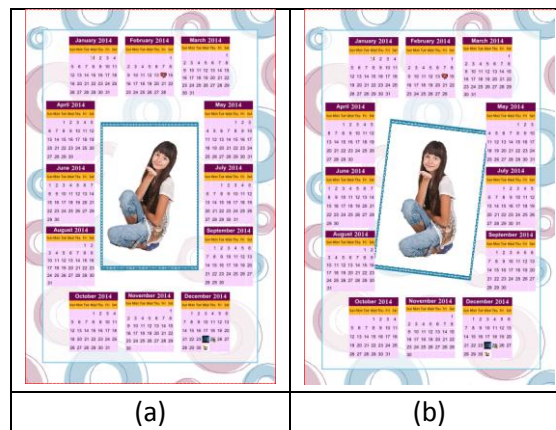


Image 3.3.2.5: Rotating: (a) Within the frame; (b) With the frame

Zooming In/Out

- While working on your Calendar you can focus attention on a specific area of the page by zooming in or take a look at the 'larger picture' by zooming out. You can use a combination of these options to obtain the desired level of accuracy on the page.
- How to:** Click on the photo you want to work on and then use the scroll wheel of the mouse to zoom in or zoom out as per your requirement (Image 3.3.2.6)

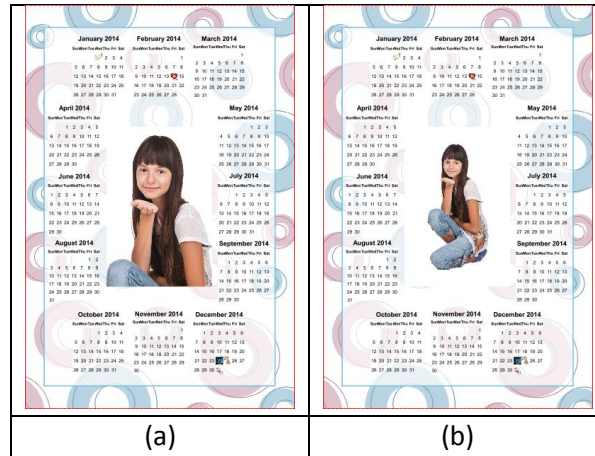





Image 3.3.2.6: (a) Zooming in; (b) Zooming out

Panning

- Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the document window. This gives access to the areas that would otherwise remain obscure given the size of the photo.


- How to:** Place the cursor over , which then changes to  or the 'hand symbol'. Now use your mouse to take hold of the photo and move it around to get to the area you wish to work on.

Swapping Photos

- Many times you need to swap photos as you go along to. However, the borders if applied to the photos do not get swapped.
- How to: Select the photos you wish to swap by keeping the ctrl key pressed. When both the photos are selected the 'Swap' icon appears . Click on the icon to swap the photos.

Add Border



- Click on  tab on the left panel to select the border that you want for your photos.
- You could select a border from the options, Calendar Xpress displays for you on the left panel or you could browse and select borders of your choice from the path in which you have saved it (the

previous 15 paths are available here also).

- Double click on the border or drag and drop the border on the photo to apply to it (Image 3.3.2.7).

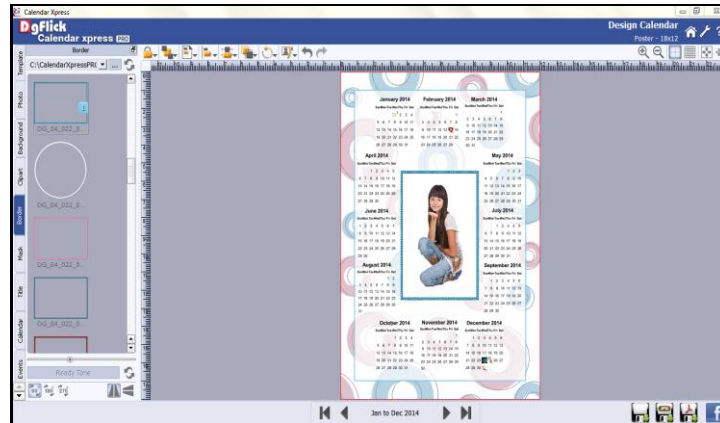









Image 3.3.2.7: The border applied to the photo

- You could change the color of the border to better suit your photo by clicking on the  button. There are 18 ready tones available for use.

! Additional icon on the 'Design Calendar' – Border tab:

- | | |
|---|---|
| ➤  : To reset the changes. | ➤  : To rotate the border 270 degrees. |
| ➤  : To rotate the border 90 degrees. | ➤  : To flip the border vertical. |
| ➤  : To rotate the border 180 degrees. | ➤  : To flip the border horizontally. |

Calendar tab



- Click on  tab on the left panel to change the presets, format and style of the Calendar.

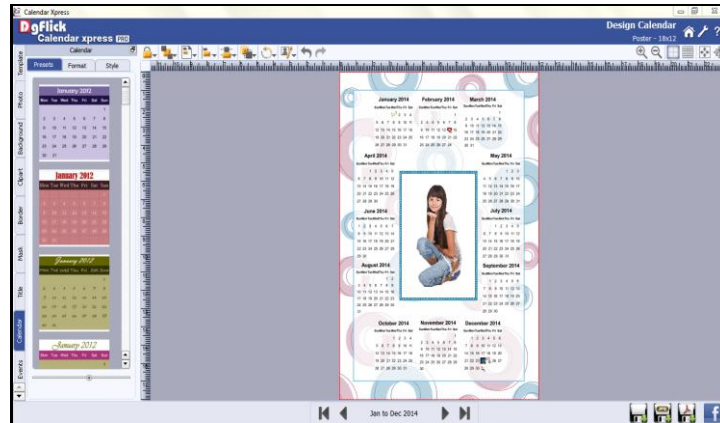


Image 3.3.2.8: 'Design Calendar' window Calendar tab

- Click on **Presets** to change the applied Calendar preset.
- Select the Calendar preset on the canvas area and double click on the desired preset from the Presets tab to be applied.

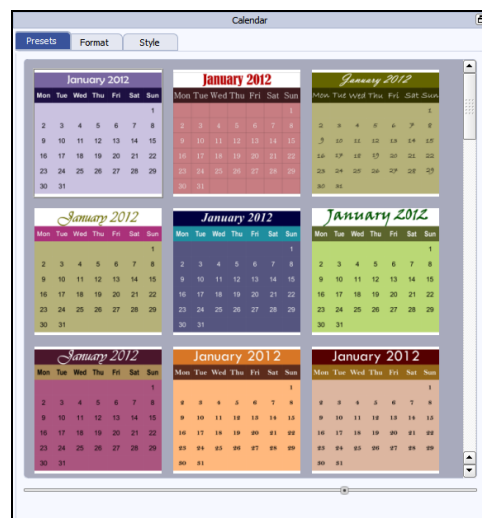


Image 3.3.2.9: 'Calendar tab Preset option

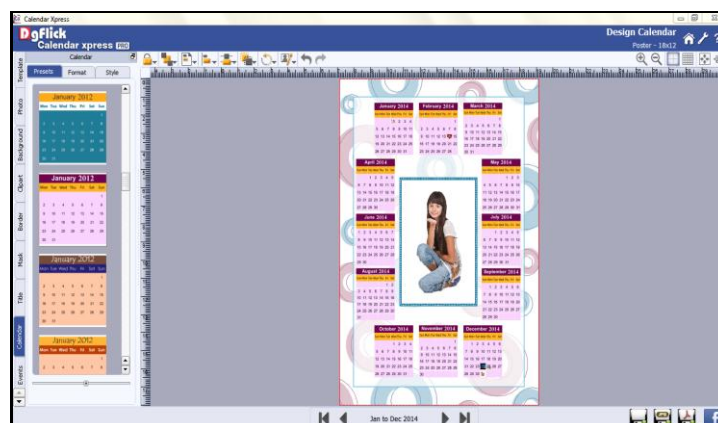
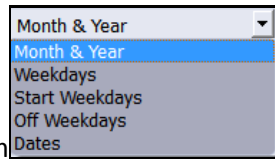


Image 3.3.2.10: 'Design Calendar' windowPreset Changed


- Click on **Format** to change the format of the Calendar.

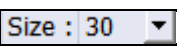
- To change the font, size, alignment, outline width and color, background color of Month and Year in the Calendar, select the Month



and Year option from

- Now, change the following parameters:

- Font: 

- Size: 

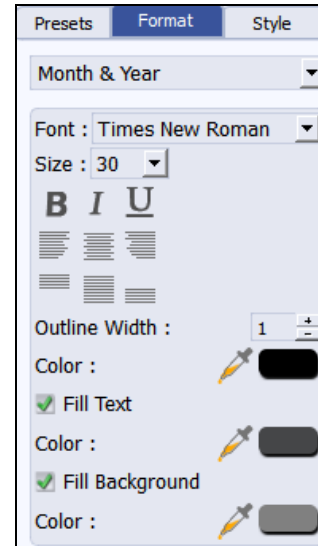
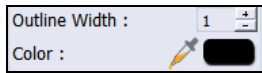



Image 3.3.2.11: 'Calendar tab Format option

- Style and Alignment:

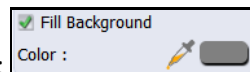


- Outline width and color:  , pick any color from the entire screen with the help of  or select color from color palette.

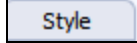
- Fill color in the text:



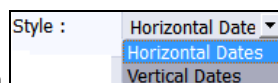
- Fill Background color:






- Similarly you can change the format of Weekdays, Start Weekdays, Off Weekdays and Dates.

- Click on  to change the style of the Calendar.

- Change the style of the date blocks from



- Apply gridlines to the dates block.

- : Horizontal grid lines.
- : Vertical grid lines.
- : Both horizontal and vertical grid lines.

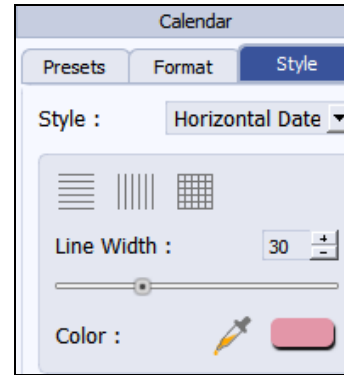
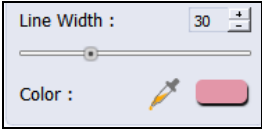
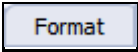

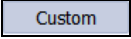


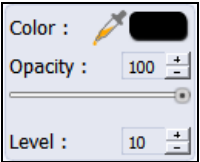
Image 3.3.2.12: 'Calendar tab Style option

- Change the Line width and color from .
- To edit the individual dates click on the Calendar preset and double click on the date to be edited, click on  from Calendar tab and you can do the required changes.

Effects

- To apply effects to your photos, click  on the left-hand option bar.
- There are different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, Presets and Blend. (for Details Refer Section 5.0 Photo Editing)
- **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo.

To manually make changes or customize, click on  and change the color, opacity and

level using  (Refer Image 3.3.2.13).

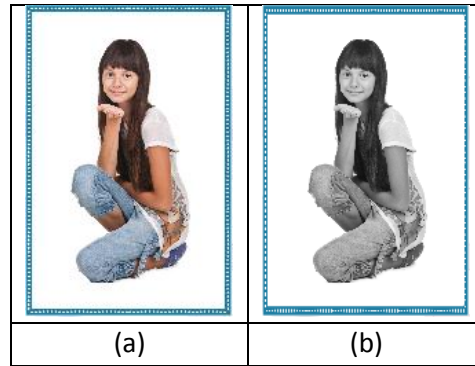


Image 3.3.2.13: Applying the 'Colorize' effect (a) Before (b) After

- **Blur:** You could give a blurred appearance to the photo to make the Calendar page more visually appealing. Click on the photo you need to blur and then select the preset of your choice under this option.

Click on to increase or decrease the level of blurriness using the slider.

- **Opacity:** Add opacity to the photos by selecting the presets available under this option.

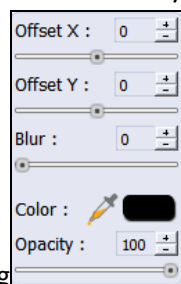
You could also manually choose the level of opacity by clicking on .

- **Feather:** Apply the feather effect to your photos by clicking on the photo and then selecting the preset of your choice.

Click on to manually change the values of the feather using the slider.

- **Shadow:** To apply the shadow effect to your photos, click on 'Shadow' and then choose from the available presets.

You could customize your 'shadow' by clicking on and then applying the shadow

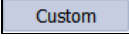


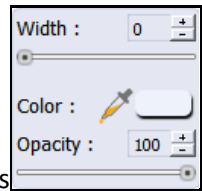
settings manually using

- **Glow:** Apply the required presets under the 'Glow' option by clicking on the photo and then clicking on the preset.

Apply your own settings by clicking on the button and changing your blur, color and opacity values.

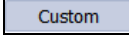
- **Outline:** Select the photo and click on the preset of your choice to apply the outline.



To customize the outline, click on . Then, create the outline of your choice by filling in



the values in these fields

- **Rotation:** The photos on the Calendar page can be rotated using the predefined presets under the 'Rotation' option.

Click on  to change the values for the x, y and z axis and give the photo a 3-D effect.

You could also flip the photo horizontally and vertically by using  and  respectively.

- **Presets:** This option gives you certain in-built effects that you could use for your photos. Click on the photo and then on the desired preset to apply it.
- **Blend:** There are 13 blending modes that help you achieve the desired effect for your photo. Click on the photo and then select the blend option of your choice to apply.

- In this way your Calendar gets ready in an easy way, now you can save your Calendar and export it.

3.3.3 Smart way of creating Calendar











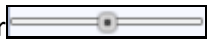





Organize days for social, religious, commercial or administrative purposes in the form of Calendar in a smart way.





Calendar Xpress provides you ready list of yearly event collection sorted under national holidays, festivals and also allows you to add your personal event list in your own designed Calendar in an easy way and personalize it by adding your photos or even event photos to it.

The Tool Bar

The tool bar at the top of the screen has a variety of options that makes Calendar Xpress user friendly and easy to work with. These options are explained below.

Table 3.3.3.1: The Tool Bar

Icon	Use
<p><Lock></p> 	Can be used to lock or unlock the photos as per the requirement.
<p><Arrange objects></p> 	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<p><Page based alignment></p> 	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<p><Object based alignment></p> 	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<p><Equal spacing></p> 	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<p><Equal size></p> 	Helps to equalize the size of photos on a page. Select the photos for which you wish to make size changes. Then click on this tool and select the parameter for equalizing: Width, Height and Size.
<p><Rotate object></p> 	<p>Rotates the object. To rotate the object as per your requirements, click on the tool and alter the x, y and z axis. You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally . You could also rotate the image manually by using  and entering the value of your choice or using the slider .</p>
<p><Edit photo></p> 	Helps you to use enhance the photos.
<p><Undo></p> 	To reset the change you made to the page.
<p><Redo></p> 	To redo a change you made to the page.
<p><Show/hide margins></p> 	Shows/hides the margins on the page.
<p><Show/hide gridlines></p> 	Shows/hides the gridlines on the page.

<p><Zoom in></p> 	For zooming the page in.
<p><Zoom out></p> 	For zooming the page out.
<p><Fit to screen></p> 	Adjusts the page size such that the page fits the screen.
<p><Actual Size></p> 	Shows the actual size of the page.

The Process

Select Category

- On the 'Select Category' window (Image 3.3.3.2), select the Category you would like to use for your Calendar: Table-Top, Wallmount, Planner and Poster. The options available for each category are displayed in the Select Category window.

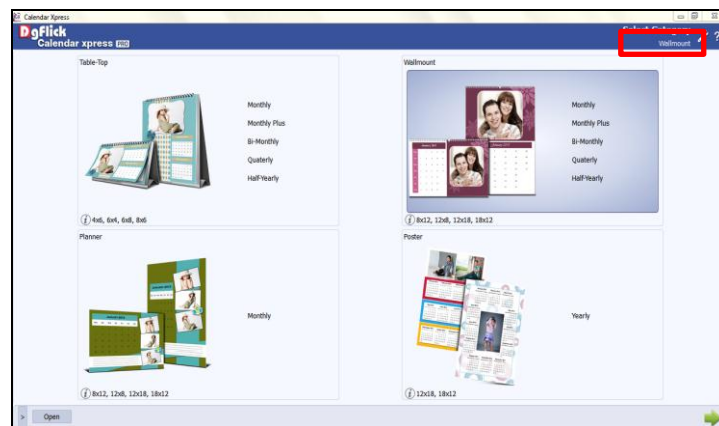


Image 3.3.3.2: The 'Select Category' window





- The category that you have selected is seen on the top, right-hand corner.
- Double click on the category or select the category and click  on the lower, right-hand corner to select the category.
- On the 'Select Calendar' window (Image 3.3.3.3), select the desired size for your Calendar.



Image 3.3.3.3: The 'Select Calendar' window

- Click  on the lower, right-hand corner to go to 'Select Period' window.

! At any point during the process, you could click on the  button to go back to the previous page. You could also click on  to go back to the home page.

Select Period

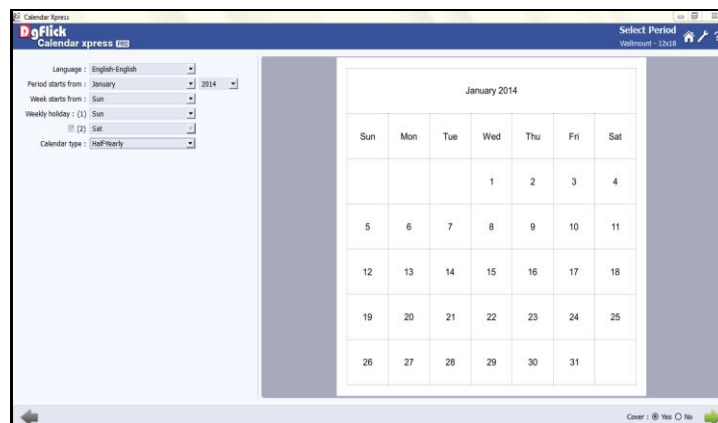


Image 3.3.3.4: 'Select Period' window

- Select the desired language from

Language : English-English

Language :	English-English	
Period starts from :	January	2014
Week starts from :	Sun	
Weekly holiday : (1)	Sun	
(2)	Sat	
Calendar type :	Half-Yearly	

- Select the starting year and month for the Calendar from

Period starts from : January 2014

- Select the day of the week to start from Week starts from : Sun


- Select the weekly holiday for your Calendar from

Weekly holiday : (1) Sun
(2) Sat

- There are various Calendar types available in Calendar Xpress- Monthly, Monthly Plus, Bi-Monthly, Quarterly and Half Yearly. You can choose Calendar from

Calendar type : Half-Yearly *

- Cover : ☒ Yes ☐ No From here you can select whether you want cover for Calendar or not.

- Select all the desired fields and click on  to go to 'Select Events' window.

Note: In case of planner and poster, Calendar type option will not appear.

Select Events

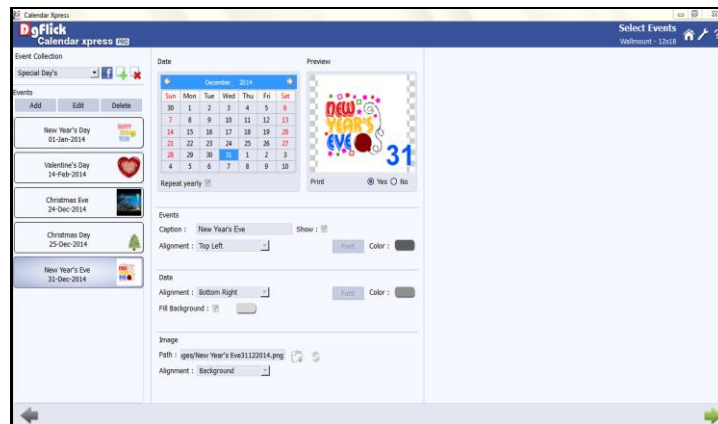









Image 3.3.3.5: 'Select Events' window

- Select the event to be added from Events Collection tab

None
None
Special Day's

- Click on  to create your own event collection. (for Details refer section 3.3.4)

- Click on  to delete the event collection.
- Click on  to add the events.
- Click on  to edit the events.
- To delete the event click on .
- You can add birthdays of your Facebook Friends to your Calendar as a event.
- To add Birthdays to your calendar, click on  .(for Details refer section 3.3.4)
- After setting the period and event, click on  to go to 'Select Theme' window.

Select Theme

- On the 'Select Theme' window (Image 3.3.3.6), you can see the various templates for the Calendar.

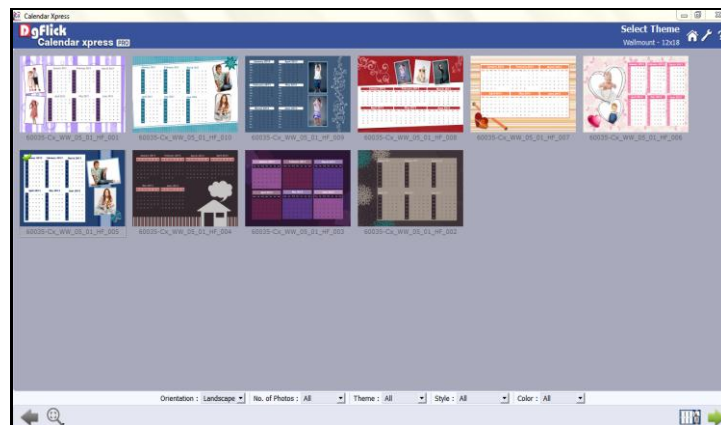



Image3.3.3.6: The 'Select Theme' window

- You can filter the parameters for the template selection as per your choice. Shown in the 'Option bar' at the bottom of the page.

! Additional icon on the page:

Clicking on  allow you to alter the size of the thumbnails.

After selecting the template, click on  to move on to the 'Select Photos' window.

Select Photo

- On the 'Select Photos' window (Image 3.3.3.7), select the photos for your Calendar.

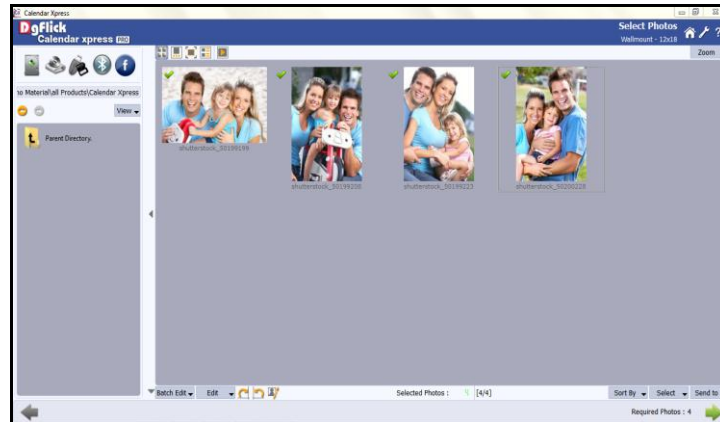



Image 3.3.3.7: The 'Select Photos' window


- You have the option of selecting the photos from the



- You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section 3.3.5 Manage Your Photos)

- Selected Photos :**  Shows the number of photos selected.

- You can see no of photos required for your Calendar from **Required Photos : 4**


- Once you select the required number of photos, click on  to go to the 'Design Calendar' window.

Design Calendar

Now in 'Design Calendar' window you will see that your Calendar is ready with selected photos and themes. (Image 3.3.3.8)



Image 3.3.3.8: 'Design Calendar' window

- Here we can hide the margins, by clicking  on the top option bar.
- You can resize and move the photo to add effects to the overall Calendar.

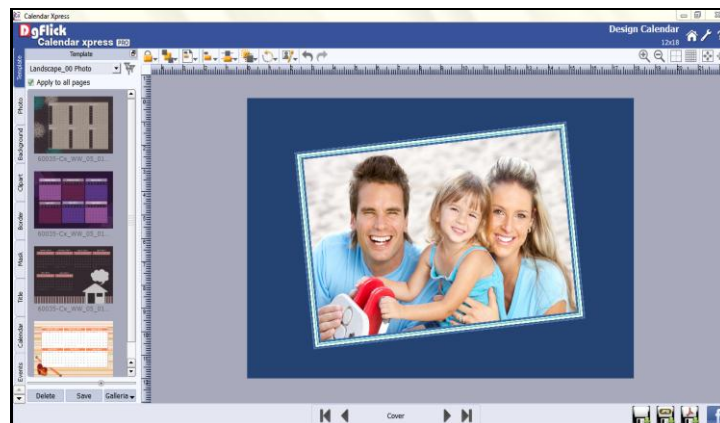



Image 3.3.3.9: 'Design Calendar' window..... Photo resized and moved

Clipart



- Click on the  tab on the option bar for a listing on the available cliparts.
- Double click on the clipart of your choice or drag and drop it onto the canvas to use it on the page. (Image 3.3.3.10)

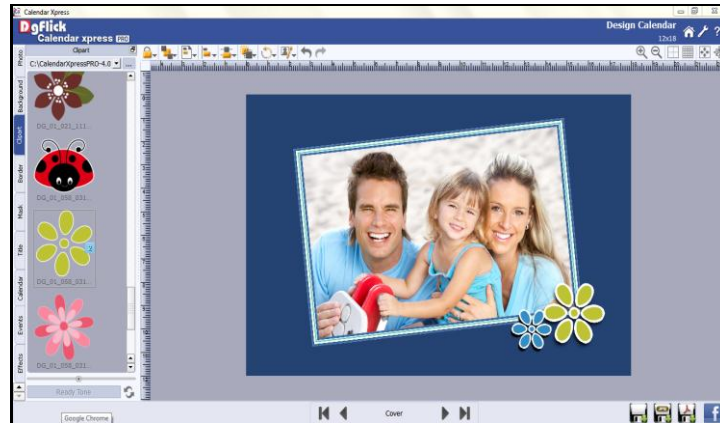

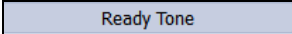


Image 3.3.3.10: 'Design Calendar' window ... Clipart inserted

- You could even use your own cliparts by accessing them using , where the last 15 paths accessed are available.
- Click on  to access the ready tones for the cliparts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page setup by double clicking on the ready tone.

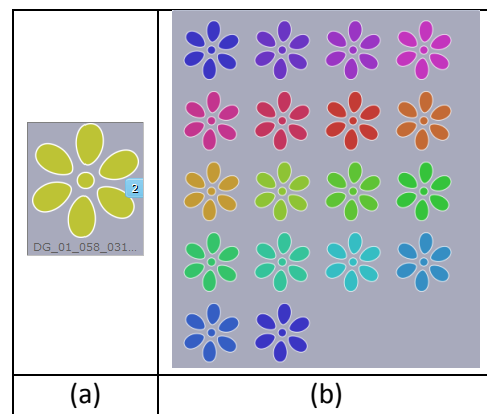




Image 3.3.3.11: (a) Clipart (b) Ready Tone of Clipart

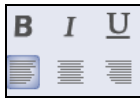
Title



- Click the  tab to add to your Calendar.
- The empty blank field can be used to type in the title you wish to add.
- You can change the following parameters for the title:

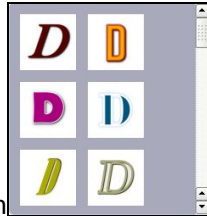
(i) Font  Font : Angsana New

(ii) Font size



(iii) Style

(iv) Font Color




(v) Ready presets can be available from

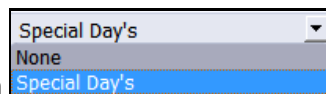


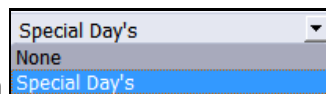
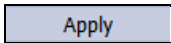
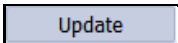
Image 3.3.3.12: Adding a title to your Calendar

Event



- Click on  tab on the left panel to insert events to the Calendar. (Image 3.3.3.13)



- Select the desired event from .
- Select the event and click on  to overwrite the existing event.
- Select another event and click on  to add one more event to the Calendar.

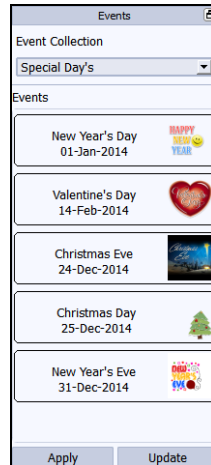



Image 3.3.3.13: Events tab

Mask



- Click the  tab on the left-hand panel to insert the mask if required. (Image 3.3.3.14)
- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it. You could even access the previous 15 paths.

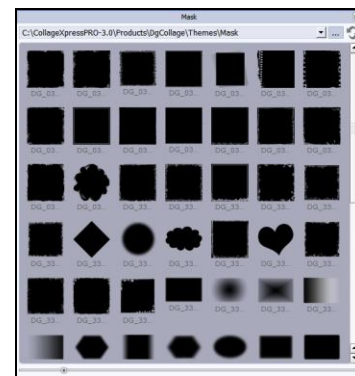


Image 3.3.3.14: Mask tab






- You could rotate the mask by 90 degrees , 180 degrees  or 270 degrees  and can flip it horizontally and vertically by using  and , respectively.
- Your own Calendar creation is ready in a smart way.



Image 3.3.3.15: Calendar is created

3.3.4 Add Events to your Calendar

Calendar Xpress allows you to add your personal events to your Calendar. You can also add birthdays of your facebook friends to your Calendar. This section guides you on how to add events to your Calendar.

- After you select Category, size and period for your Calendar you will be redirected to 'Select Events' window.

Select Events

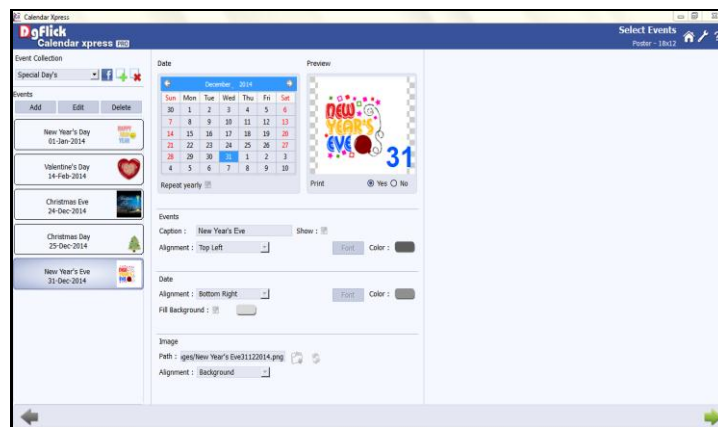
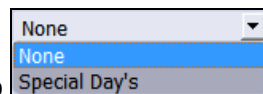



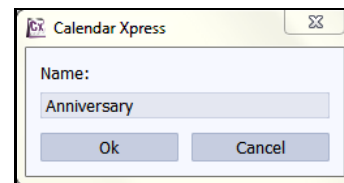
Image 3.3.4.1: 'Select Events' window

- Select the event to be added from Events Collection tab

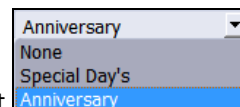


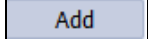
- Click on  to create your own event collection.

- Give name to your event and click on 'OK'.

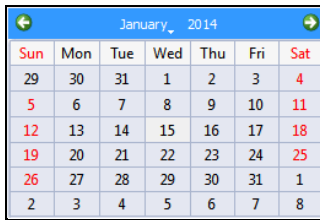


- You can see the created event in the Events Collection list



- Click on  to add the events.

- Select the date, month and year from



- Click on the **Repeat yearly** ☒ check box if you want the event to appear every year.

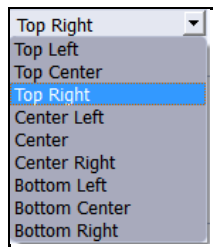
- Insert event name from

Caption : **Wedding Anniversary**

- Click on the **Show** : ☒ check box to view the event name.

Image 3.3.4.1: Add Event tab

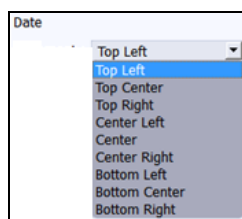
- Align the event name from



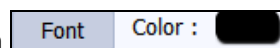
- Change the font and color from



- Align the date from

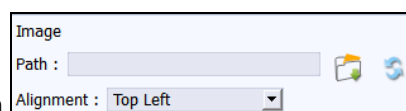




- Change the font and color of the date from




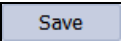
- Click on the **Fill Background** : ☒ check box to fill background color.

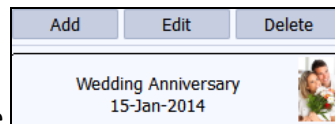
- Insert image and align it from


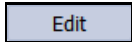
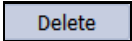



- Clicking on the icon  to the right of this field lets you choose the image from the path in which you saved it.
- Click on  to reset the image.



- See the preview of the image from .
- After inserting all the fields click on  to save the created event.



- The created event can be seen here .
- Similarly you can add more events to your collection.
- Click on  to edit the events.
- To delete the event click on .
- You can add birthdays of your Facebook Friends to your Calendar as a event.
- To add Birthdays to your calender, click on .
- You will be redirected to Facebook site, where you will be asked to login to your account.
- Type your username and password in specified window.
- After putting your username and password in textbox click on 'Log In' Button to proceed.

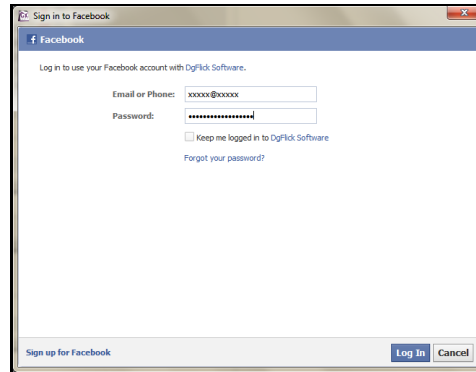


Image 3.3.4.2: 'Username and Password inserted

- You will see birthdays of your facebook imported to your Calendar in 'Select Events' window.

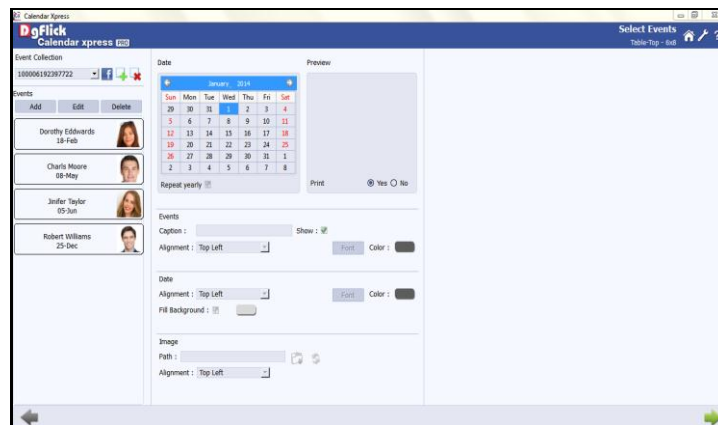


Image 3.3.4.3: 'Select Events' window Birthdays imported

- You can edit birthdates, photos, allignment through available options.
- In this way you can add events to your Calendar.

3.3.5 Manage Your Photos

In this section we will learn how to manage our photos.

After selecting Category and Size we are redirected to 'Select Photo' window. On the 'Select Photos' window select the photos for which you want to create your Calendar. (Image 3.3.5.1)

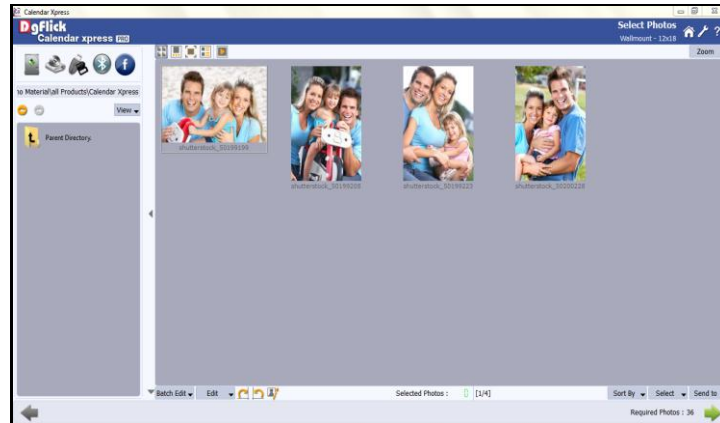


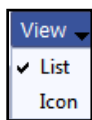
Image 3.3.5.1: 'Select Photo' Window

- You have the option of selecting the photos from the



- Select any of the media where your photos are been saved.

- Go forward or backward with .



- : View your folders in list or icon style.

- : The button on the top right corner of the window to zoom in/out your photos.

- The top option bar helps you to view the photos in 5 different ways

- Thumbnail style

- Full view of the photo

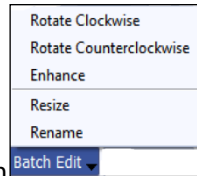
- Filmstrip view

- Get the photos list wise

- Navigate the photos from and

- Starts the slide show

- Click on **Batch Edit** at the lower option bar to edit multiple photos at a time. *



- Select the photos to be edited and click on **Batch Edit**.
- Here you can rotate, color correct, resize and rename multiple photos.
- Select **Rotate Clockwise** or **Rotate Counterclockwise** to rotate your photos clockwise or counter clockwise.

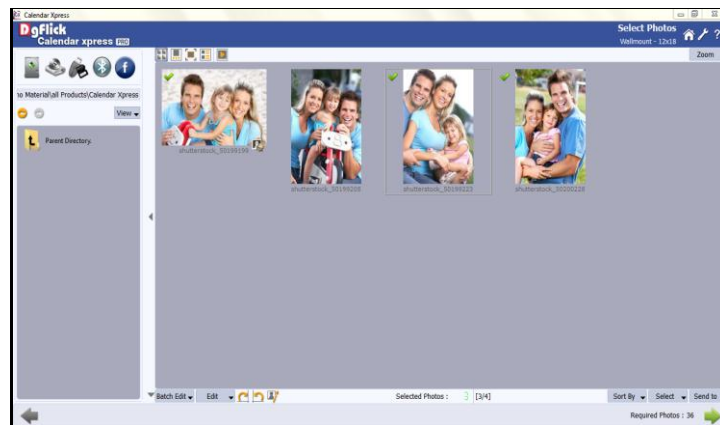


Image 3.3.5.2: Select multiple photos

- Select the photos to be edited and click on **Enhance** option to color correct your multiple photos. (Image3.3.5.3)

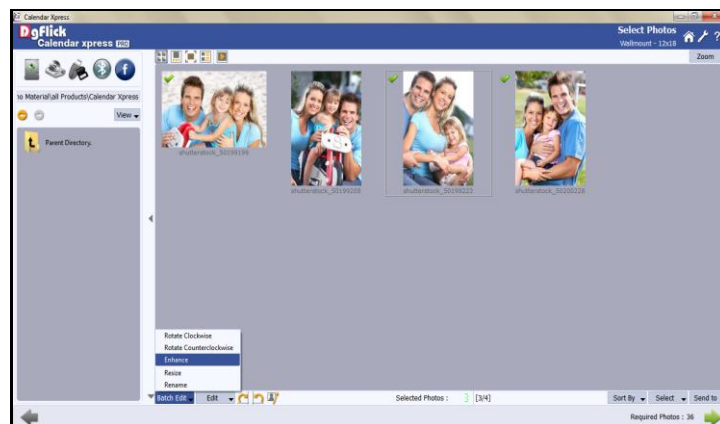
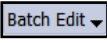
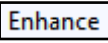
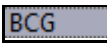
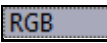

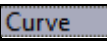






Image 3.3.5.3: Edit Photo window Batch Edit * – Enhance option

- On the 'Edit Photo' window () (Image 3.3.5.3) select  click on  to adjust the brightness, contrast and gamma;  to adjust the color tones;  to adjust the input and output levels of the photo and  to adjust the RGB color.(For details refer Section 5.0 Photo Editing)*


➤ If you do not wish to apply the changes on the current photo, click on .

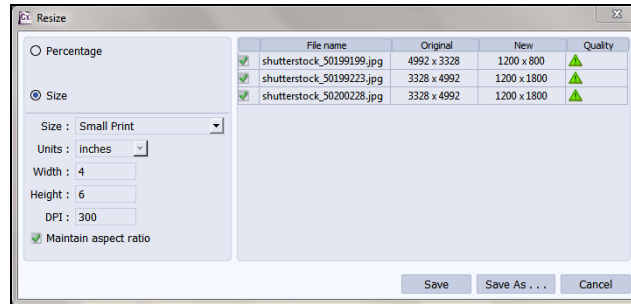
➤ To apply changes to all the selected photos, click on .


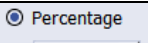
➤ Click on  button to reset all the changes done.





➤ Click on  to save all the changes made.

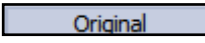

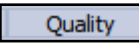
- Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.

- Select  option to change the size of your photos. *

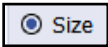


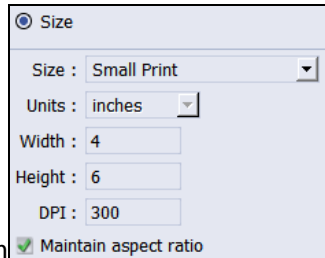
➤ Click on  the checkbox of the photos to be resized and select the desired percentage from  tab if you want to resize your photos percentage wise.



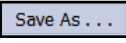
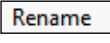
	File name	Original	New	Quality
	shutterstock_50199199.jpg	4992 x 3328	1200 x 800	
	shutterstock_50199223.jpg	3328 x 4992	1200 x 1800	

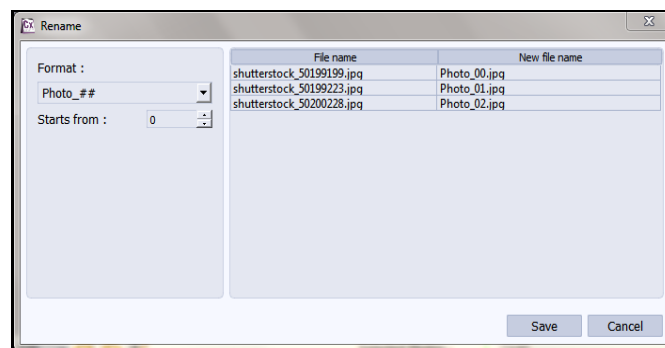
➤ From the  and  tab you can see the changes applied. The  tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.




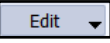
Calendar Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

- Click on  if you want to resize the photos size wise.





- Select the desired size from .
- Select the custom option from size tab if you want to give your customized size to the photo.
- After resizing the photo click on  to overwrite the changes over the existing photos.
- Clicking on  will save the changes done on the photo with a different name.
- Select the  option to rename your photos.



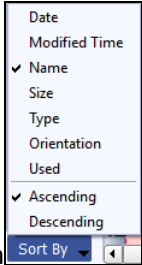
- Manually change the photo name from 
- OR
- : From here you can change the count of the photos.
- Click on  to save the changes made.
- From  button you can edit your photos individually as that of batch editor you can rotate, resize, rename and enhance.

- For Enhance option (refer section 5.0 Photo Editing)

- : Rotate photo clockwise.


- : Rotate photo counter clockwise.

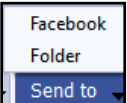
- : Edit photos.

- Sort the photos by clicking on .
 - Date
 - Modified Time
 - ✓ Name
 - Size
 - Type
 - Orientation
 - Used
 - ✓ Ascending
 - Descending
 - Sort By

- Click on  to select multiple photos, all photos or individual photos.
 - None
 - All
 - ✓ Multiple Ctrl+M
 - Individual Ctrl+E
 - Select


- : Shows the number of photos selected.

- : Indicates the photo highlighted.

- : Lets you to send the photos to your Facebook account or send it to your hard drive.
 - Facebook
 - Folder
 - Send to

- Select the required photos; the selected ones have the green tick mark on the top left corner of the photo.



- After selecting the photos and setting its arrangement click on  to go to 'Design Calendar' window, where you can view the Calendar ready with the selected parameters and can also make any changes if required with the help of various tabs available.

4.0 Building the Framework – Page Composition

In previous section we learnt how to create Calendar in fast, easy and smart way. In this section we will learn how to align and decorate Calendar.

4.1 Basic Page and Photos

While you are designing your Calendar, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Calendar Xpress gives you this flexibility and more. This section deals with the additional features in the software that helps you in page composition.

Used Photo Indicator

While designing Calendar you may be dealing with a large number of photos and managing them might turn out to be a cumbersome task. Calendar Xpress helps you sort the photos and manage them better by indicating the photos that have been used and the number of times they have been used in the Calendar. This helps you plan the Calendar with the remaining photos and also avoid using the same photos multiple times without being aware that you are doing so.

Green tab on the photo: This indicates the photos used in Calendar on other page.

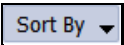


Blue tab on the photo: This indicates the photos used in Calendar on current page.



Number on the tab: This indicates the number of times the photo has been used in the Calendar.



Besides these options, photos can be sorted as 'used' and 'unused' by selecting the 'Used' button on the  tab.

Find Photo/Décor

After you are done with a Calendar, if you need to return to it re-edit later on, you can find the source photographs, borders and mask by simply right clicking on the photo on the Calendar.



Image 4.1.1: The 'Find' option for finding the source of photos, borders and masks

Moreover, all the photos appearing on a Calendar can be identified by the blue tab on them, as described earlier.

Swap Photos

While working on a Calendar, you might want to swap photos to achieve the desired effect on the Calendar. Calendar Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos (Image 5.1.2). This is particularly useful to fit a portrait photo into a portrait frame and vice versa.

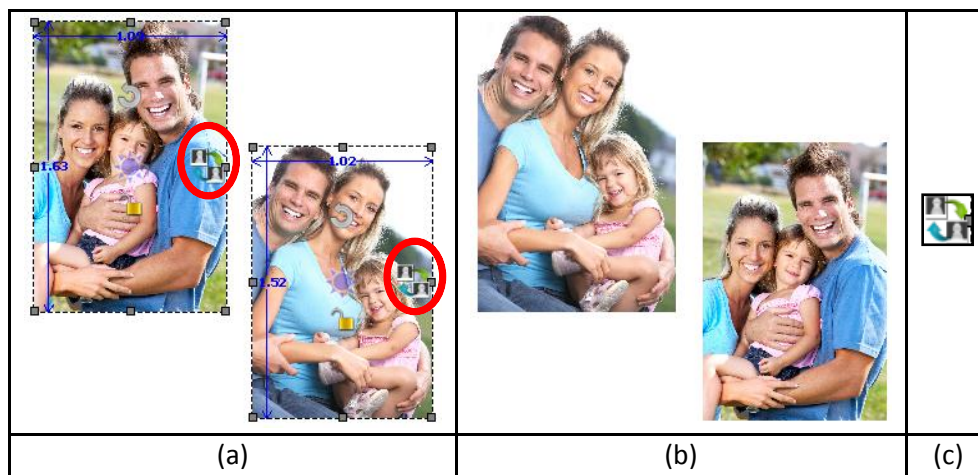


Image 4.1.2: Swapping photos (a) Original photos, (b) Swapped Photos, (c) Swap Icon

Use Photo as Background

Calendar Xpress provided you with many backgrounds with its ready tone for your photos. Even you can add your own backgrounds from your hard disk. However, in some instances, to personalize your Calendar, you might wish to use a photo as a background for a Calendar. This can be done in an instant using the software.

Just select the photo you want to use as background and choose the

Set Photo As Background

option under the 'Photos' tab on the options bar. The photo is now set as a background (Image 4.1.3).



Image 4.1.3: Setting a photo as background for the Calendar

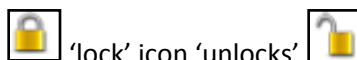
Copy, Paste and Clear Effects

Calendar Xpress allows you to cut, copy and paste photos and effects on the photos in the Calendar. Right click on the element you want to copy and select the 'Copy' option on the drop list. Now paste it on to the location of your choice by right clicking on it and choosing the 'Paste' option.

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Copy Effect	
Paste Effect	
Clear Effect	
Effects	▶
Arrange	▶
Equal	▶
Find	▶

Lock and Unlock Photos

Calendar Xpress generally 'locks' photo on the Calendar to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Calendar. Clicking on the



'lock' icon 'unlocks' it and now you can move it or resize it as per your wish.

Resize Photo

Within border: In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.

With border: Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.

Ensure that the photo stays within 'printable' limits while increasing the size of the photo. Refer the 'Photo Quality Indicator'.

Rotation of Photo

Within border: A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.

With border: A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axis – x, y and z – to give it a 3D effect.

Flip Décor

Decors like border and mask can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the respective tabs.



4.2 Advanced Page and Photos

The following are the options available with Calendar Xpress for advanced page composition.

Grid and Guideline

Calendar Xpress gives you the option of using grids and other guidelines such as ruler, margins on the Calendar; you are designing to help you align your Calendar better and design with ease.

Grids: On the top, right-hand corner of the


Calendar, click on  to activate the gridlines on the Calendar you are working on (Image 4.2.1). The grids on the page allow you to align the photos and other elements on the page accurately.




Image 4.2.1: Gridlines activated on the page

Click on the same icon again to deactivate the grids on the page.


Rulers: On the 'Design Calendar' window, you can view the rulers at the top and on the left of the page. Double click on the ruler to activate it and then drag and drop the green line that appears on to the page at the desired location to align an element against it. You could work with multiple rulers simultaneously.

Select and delete the rulers to remove them from the page.

Margins: On the top, right-hand corner of the page, click on  to activate the margins on the page. Click on the logo again to deactivate the margins as per your requirement.

Object-Based Alignment

This option allows you to align photos with respect to other photos or elements on the Calendar. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key.

Then click on  to select the alignment option you wish to apply to your photos from the drop list (Image 4.2.2). Alternatively, use the right click button and on the drop list click on the 'Object-based alignment' to access the sub-options.


Object based alignment	
Top Left	Ctrl+ Shift+7
Top Center	Ctrl+ Shift+8
Top Right	Ctrl+ Shift+9
Center Left	Ctrl+ Shift+4
Center	Ctrl+ Shift+5
Center Right	Ctrl+ Shift+6
Bottom Left	Ctrl+ Shift+1
Bottom Center	Ctrl+ Shift+2
Bottom Right	Ctrl+ Shift+3
Top	Ctrl+ Shift+T
Bottom	Ctrl+ Shift+B
Left	Ctrl+ Shift+L
Right	Ctrl+ Shift+R
Horizontal Center	Alt+ Shift+H
Vertical Center	Alt+ Shift+V

Image 4.2.2: Object-Based Alignment

You can undo the changes by clicking on .

Arrange objects


Calendar Xpress allows you the option of changing the position of an object on the Calendar i.e. send it backward or forward or to the back or front.

Select the photo you wish to move backward or forward and click on  to access the options under this function (Image 4.2.3). Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options.

Arrange object(s)	
Send to Back	Shift+ Down
Send Backward	Shift+ Left
Bring to Front	Shift+ Up
Bring Forward	Shift+ Right

Image 4.2.3: Arrange Object tab

Select the object and click on 'Send to back' or 'Bring to front' to move the element to the last or the first position, respectively. Select 'Send backward' or 'Bring forward' to move the object either one step backward or one step forward.

You can undo the changes by clicking on .

5.0 Fine Tuning - Photo Editing

Calendar Xpress has Basic Filters that helps in the editing of photos to be used in Calendar. This filter includes several options that help you modify the photos to suit your requirements and they add value to the Calendars without much effort. This sections deals with the additional features in Basic Filters.

5.1 Basic Filters

Features such as BCG correction, RGB color modification, Curve, Level, Crop and Rotation will be explained in detail in this section. You could access these options by clicking on **Enhance** tab on the options bar. This section deals with the filters one by one.

BCG (Brightness, Contrast, Gamma) Color Correction

- To adjust the brightness, contrast and gamma of your photo, click on the **BCG** button on the 'Edit Photo' window (Image 5.1.1).



Image 5.1.1: The 'BCG' option on the 'Edit Photo' window

- Move the sliders for the three parameters forward and backward to achieve the desired effect.
- Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.

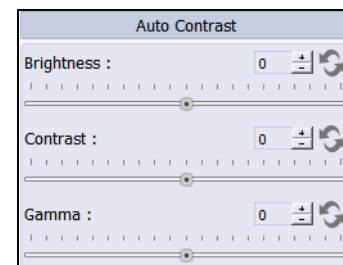



Image 5.1.2: The 'BCG' option

- Clicking on the 'Auto Contrast' button at the top will adjust the contrasts automatically.
- The changes can be reset by clicking on .

RGB (Red, Green, Blue) Color Correction

- To adjust the color tones of your photos, you could use the **RGB** color correction option (Image 5.1.3).
- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

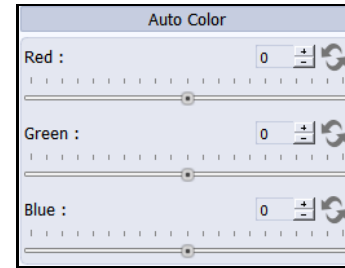



Image 5.1.3: The 'RGB' option

- Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- Clicking on the 'Auto Color' button at the top will adjust the color automatically.
- The changes can be reset by clicking on .

Curve

- Color intensities can be adjusted by clicking on **Curve** button on the options bar of the 'Edit Photo' window (Image 5.1.4).
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' button.

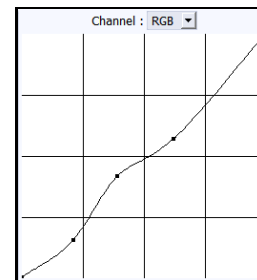


Image 5.1.4: The 'Curve' option

- Adjust the intensity by clicking on the curve and moving it as per your requirement.

Level

- To adjust the input and output levels of the photo, click on **Level** button on the options bar of the 'Edit Photo' window (Image 5.1.5).
- Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button.
- Modify the 'Input' and 'Output' level values in the value boxes as required.

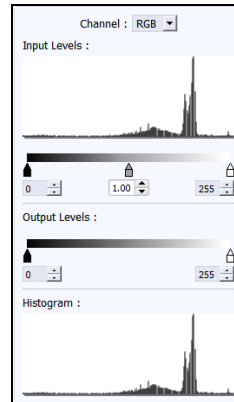



Image 5.1.5: The 'Level' option

Blur

- To give the photo a blurred effect, click on **Blur** button on the options bar of the 'Edit Photo' window (Image 5.1.6).



Image 5.1.6: The 'Blur' option

- Move the slider button forward and backward to achieve the desired degree of blurring.
- To reset the changes, click on .

Colorize

- To give a colored-film effect on the photo, click on **Colorize** button on the option bar under 'Basic Filters' (Image 5.1.7).

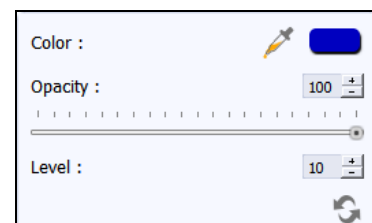



Image 5.1.7: The 'Colorize' option

- Click on  to select a color from anywhere on the screen to be used as a film on the entire photo.
- You could also select a color by clicking on the color bar next to the dropper icon (Image 5.1.8).

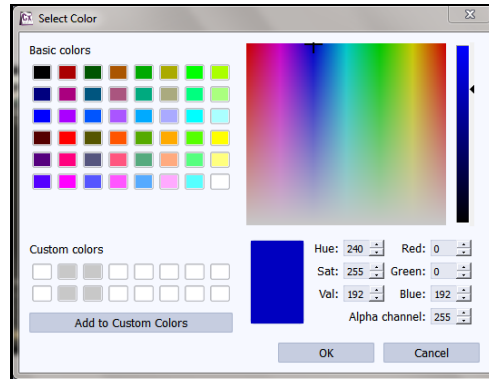


Image 5.1.8: The color palette

- To adjust the opacity, move the slider on



- To reset the changes, click on



Feather

- Click on **Feather** button to give the feather effect to a photo (Image 5.1.9).

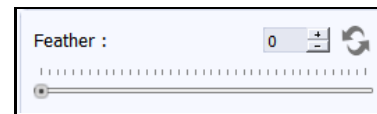



Image 5.1.9: The 'Feather' option

- Adjust the feather effect by moving the slider forward and backward or by inserting the value in the value box (Image 5.1.10).



Image 5.1.10: The 'Feather' effect applied to the photo

- To reset the changes, click on .

Opacity

- Click on **Opacity** to adjust the opacity of the photo (Image 5.1.11).




Image 5.1.11: The 'Opacity' option

- Adjust the opacity by moving the slider forward and backward or by inserting the value in the value box (Image 5.1.12).



Image 5.1.12: Applying 'Opacity' to the photo

- To reset the changes, click on .

Crop

- To crop the photo to the desired dimensions and orientation, click on **Crop** button on the 'Edit Photo' window (Image 5.1.13).
- Change the aspect ratio by clicking on the 'Aspect Ratio' box and select the required value.

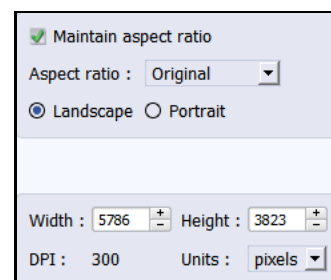


Image 5.1.13: The 'Crop' option

- Select the orientation you desire by selecting either 'Landscape' or 'Portrait' (Image 5.1.14).

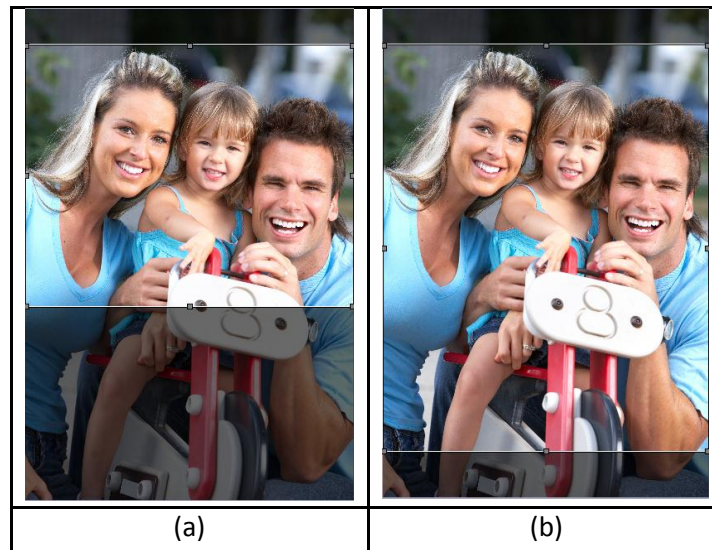
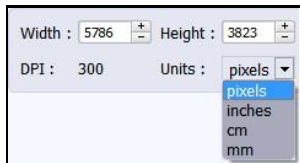


Image 5.1.14: Cropping: (a) Landscape; (b) portrait

- You can enter the values for the width and height after selecting the unit you want to work with



- Uncheck the ☒ **Maintain aspect ratio** option if you would like to proceed with free-hand cropping of the photo.

Rotate

- Select the **Rotate** option on the options bar and then rotate the photo to the desired angle using



- You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grids lines by clicking on the ☒ **Show grid** box next to 'Show Grid' below the rotation slider (Image 5.1.8).




- Uncheck the  **Show grid** box to remove the grid lines.



Image 5.1.8: Using grid lines on the photo

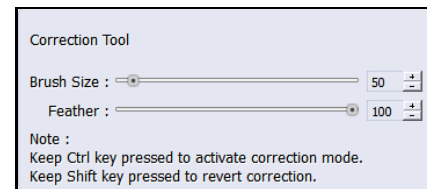
! You could undo the changes by clicking on  or load the original image by clicking on  at any point in the process.

5.2 Other Icons on Basic Filter Calendars

Apart from the options that are available under Basic filters, there are few other 'aids' on the Calendar that help you as you proceed with designing your Calendar. These are discussed below.

Correction Tool




- The correction tool appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created.

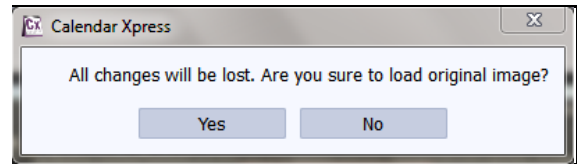


- The brush size and feather effect can be altered by using the respective slider or by entering the value of your choice in the value box.



! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

Original and Before and After Images

- **Original Image:** In the course of working on your photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on .
- Once the 'Load Original' icon is clicked the software asks for confirmation by displaying a text box.
- This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to your photo with changes.
- **Before and After Images:** After making a change, you could view how the photo looked just before the change was made by clicking on  and how the photo looks after the change by clicking on . This aids in better decision-making.



Saving the Changes

- There are two 'Save' icons on the lower right-hand corner of the Calendar.
- : Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'Ok' after entering the name creates a new copy of your work.
- : Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

6.0 Nuts and Bolts – Templates

This section deals with various available features of template and guides you on how to get more, import as well as share, Save and Build and delete templates.

6.1 Software Templates and Décor

Calendar Xpress has varieties of inbuilt templates and decor options, which offer a wide range of choices in designing Calendars. The features are listed here:

- Calendar Xpress has 100 ready-to-use templates, which can be accessed by clicking on the 'Template' tab on the option bar. Moreover, these templates come along with the software pack.
- You can design each of your Calendars in a unique manner by applying different templates. The templates can be dragged and dropped on the Calendar and this gives you unlimited possibilities in Calendar design.
- Calendar Xpress also has a huge collection of decor options for Calendar designing. These include a variety of backgrounds, cliparts, frames and masks that help you to present your Calendar in a more artistic and eye-catching manner.
- Besides the inbuilt decor options Calendar Xpress also allows you to use your own backgrounds, borders, cliparts and masks. Any PNG and JPG file can be used as a clipart or as backgrounds and masks or borders can be designed or used directly on the Calendar.
- Backgrounds, borders and clipart's are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of your elements to match the Calendar color. This option is available even for your own decors.

! You could download utility from www.dgflick.com or buy relevant CDs/ DVDs.

- DgFlick releases new template volumes at a regular interval to make Calendar Xpress more and more versatile for the user. These templates can be downloaded or they can be bought in the form of CDs/DVDs.
- The versatility of Calendar Xpress enables you to create and save your own templates for future use. Existing templates can be modified and saved as new templates or new templates can be created from scratch using your own or DgFlick's decor elements. These can then be saved as templates for later use.
- With increasing number of users comes the demand for more and more templates. You may 'Build' *your templates in an installable format and these can then be shared with or sold to other users worldwide.

*Note: Functions marked with * are only for PRO version users.*

6.2 Customize Your Template

This section explains how templates can be saved, imported, built, shared or deleted in Calendar Xpress.

The versatility of Calendar Xpress lies in the fact that it gives you a wide range of ready-to-use templates to choose from besides letting you create or modify templates according to your choice. Moreover, templates can be imported from other locations and built and shared* with other Calendar Xpress users worldwide.

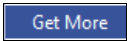


! Save, Build and Share options are available in the PRO version.

6.2.1 Get More and Import

Get More

- DgFlick adds new templates on the website on regular basis. You can add these templates to your software.
- To Get More templates, on the 'Design Calendar' window, go to the 'Template' tab to access the templates of Calendar.

- Click on 'Galleria'.
- Click on  Button (Image 6.2.1.1) to access more templates from the DgFlick website.

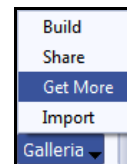



Image 6.2.1.1: The 'Get More' button on the template tab

- You are now routed to www.dgflick.com, from where you can download the templates of your choice and proceed to creating your Calendar.

Import

- Calendar Xpress software provides you the facility to use your own created or downloaded templates in Calendar creation.

- For that you need to import your templates into the software.
- To Import templates on the 'Design Calendar' window, go to the 'Template' tab to access the template for Calendar.
- Click on 'Galleria'.
- Click on  Button to Import templates (Image 6.2.1.2).

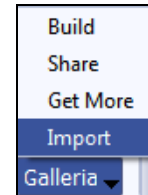



Image 6.2.1.2: The 'Import' button on the Template tab

- Access the folder containing your templates by clicking on the browse button () and selecting the location (Image 6.2.1.3).
- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- Now select the templates from the location and click 'OK' to import them to your Template tab. Now you can apply the same to your Calendar.

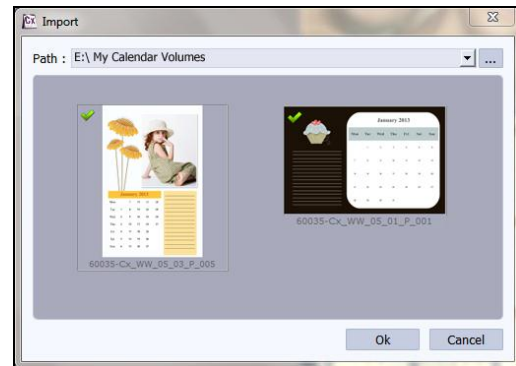
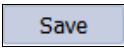


Image 6.2.1.3: The 'Import' templates window

6.2.2 Save and Build *

- Calendar Xpress gives you the option of building templates of your own. You can also share them with other users. This option is available only to the users of the Calendar Xpress PRO version.
- To start with the building process, you need to first save the template that you want to build.
- Select the template and click on  at the bottom of the option bar to save the template.
- In the textbox that appears (Image 6.2.2.1); enter the template information pertaining to the parameters (except the parameter according to which the template has been filtered).

- These include: No. of Photos, Orientation, Color, Theme, Style and Custom. Depending on the orientation and no. of photos used in the template, here the orientation and no. of templates get detected automatically. You can also enter a name for your template in the relevant box.
- Click on 'Ok' to proceed and on 'Cancel' to quit the process.

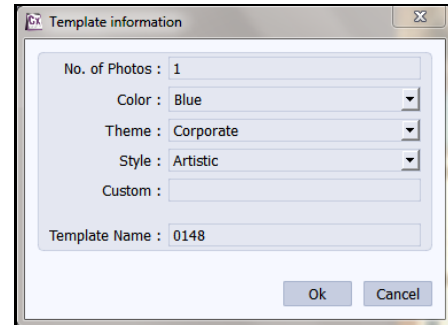


Image 6.2.2.1: Template information while saving your template

- To proceed with the building of your templates, click on **Build** (Image 6.2.2.2).

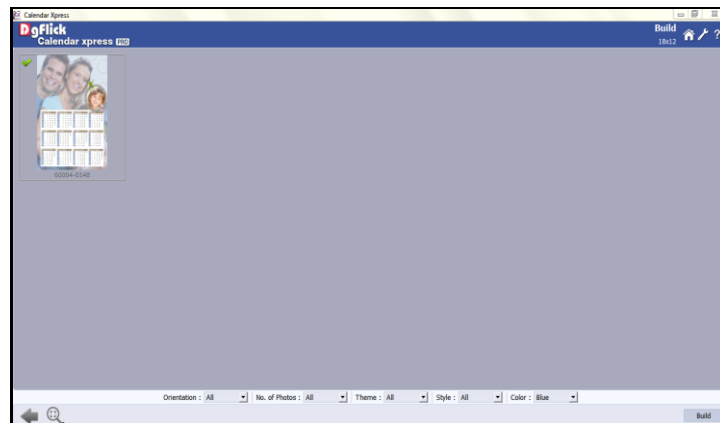


Image 6.2.2.2: Building your template - 1

- On the 'Build' window, select the templates and then click on **Build**.
- In the text box that appears next (Image 6.2.2.3), specify the name of the folder in which you wish to save it (**Name : My Volume 707**) and the path where you want to place it.

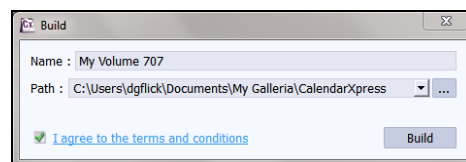
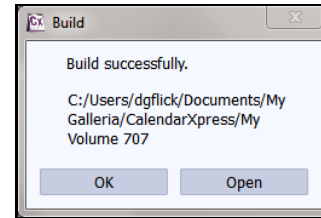



Image 6.2.2.3: Building your template - 2

- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Calendar Xpress.
- Check the box next to 'I agree to the terms and conditions' and proceed to click on **Build**.

! If you do not agree to the terms and conditions, close the textbox and quit the building process.


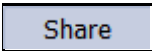
- The following text box appears on screen:
- Click on the 'OK' button to continue with saving, else click on 'Open' to access the created template.



! At any point during the process, you could click on the  button to go back to the previous Calendar.

Note: Some features are available only for the Calendar Xpress PRO version.

6.2.3 Share*

- Templates that have been created can be shared with other users by means of the 'Share' option available with Calendar Xpress. This option is available only to the users of the Calendar Xpress PRO version.
- Click on  to share the template that you have created.
- Select the templates you wish to share and then click  on the 'Share' Template (Image 6.2.3.1).

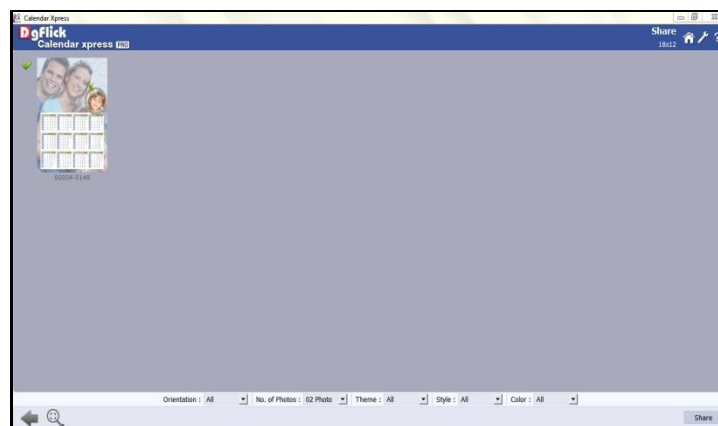


Image 6.2.3.1: 'Share' window Sharing your template

- The templates are shared on DgFlick's website.

- You need to log into your account using your username and password (Image 6.2.3.2) to be able to share templates.
- After entering your details, click on the 'Sign In' button to access your account. If you do not have a username and password, click on 'Sign Up' to start an account with DgFlick.
- On completion of the login process, a textbox asking if you agree to the terms and conditions of template sharing appears (Image 6.2.3.3).

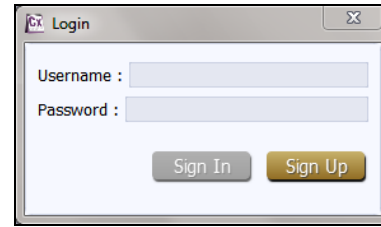


Image 6.2.3.2: Sharing your template – login Calendar

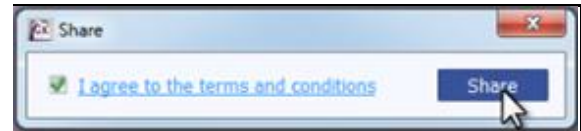



Image 6.2.3.3: Sharing your template – terms and conditions

- If yes, accept the terms and conditions and then click on **Share** to share the templates you have created and selected for sharing.

! If you do not agree to the terms and conditions, close the textbox and quit the sharing process.

! At any point during the process, you could click on the  button to go back to the previous Calendar.

Note: Some features are available only for the Calendar Xpress PRO version users.

6.2.4 Delete

- Besides building and sharing, Calendar Xpress also gives you the option of deleting any template that you no longer wish to retain in your template bank.
- To delete a template, select the template that you wish to delete.
- Click on **Delete** at the bottom of the Template tab.
- A textbox asking for confirmation for deletion appears (Image 6.2.4.1).
- Click on 'Yes' to proceed with the permanent deletion, else click on 'No' to abort the process.

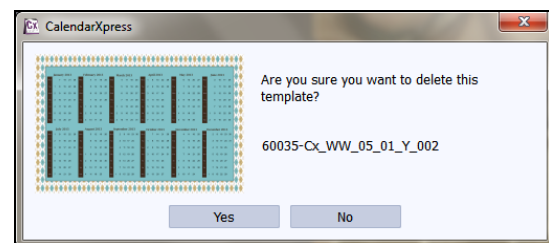



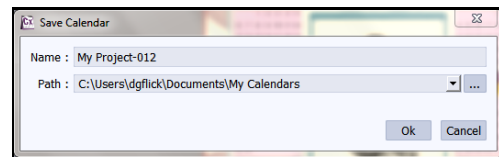
Image 6.2.4.1: Deleting your template

7.0 Job's Done! – Saving and Exporting

Calendar Xpress not only supports creation of Calendar but also allows you to save the file for future use, send a viewable copy to the customer and export it as required. These features add to the versatility of the software and also simplify working on it to a great extent. This section deals with the saving, opening and exporting of files once the Calendar is created.

7.1 Saving


- After the project is done, the next step is saving the project by clicking on 
- The default path for saving the project is displayed in the textbox as 'My Documents\My Calendar'. You could either save the project in this path or provide the path of your choice to save the project.
- Click on 'Ok' to save a copy of the project or on 'Cancel' to abort the process.



7.2 Exporting

Exporting is nothing but creating a copy of the Calendar in a printable format.

7.2.1 Exporting in JPG Format

- To save the project in a jpg format, click on  the lower right-hand corner. The default path for saving the jpg file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Calendar'. However, you could change the path and save it in any location of your choice.

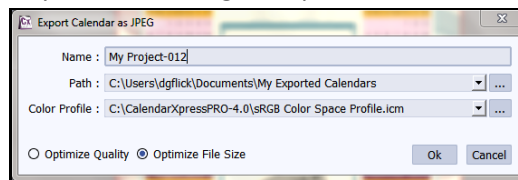
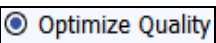
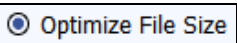


Image 7.2.1.1: Exporting in JPG format

- Set the color profile by clicking on Color Profile option.
- Two formats are given to export JPG in  or .

- You could optimize the quality or the file size by selecting 'Optimize Quality' or 'Optimize File Size' option as per your requirement.
- Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.
- You can see the output by clicking on 'Open' button or you can directly share it on your Facebook account by clicking on 'Facebook' option.

Output

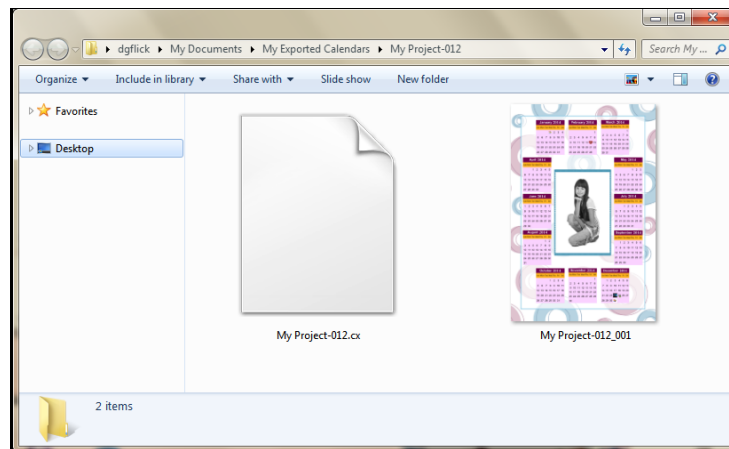



Image 7.2.1.2: Exported as JPG Final Output window

7.2.2 Exporting in PDF Format

- To save the project in a PDF format, click on  the lower right-hand corner.

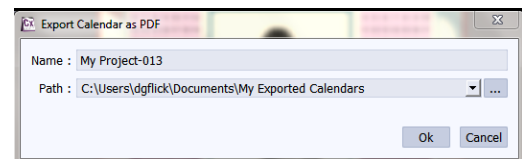


Image 7.2.2.1: Exporting in PDF format

- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Calendar'. However, you could change the path and save it in any location of your choice.
- Clicking on 'OK' will create a PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported you get the confirmation in a text box.

Output

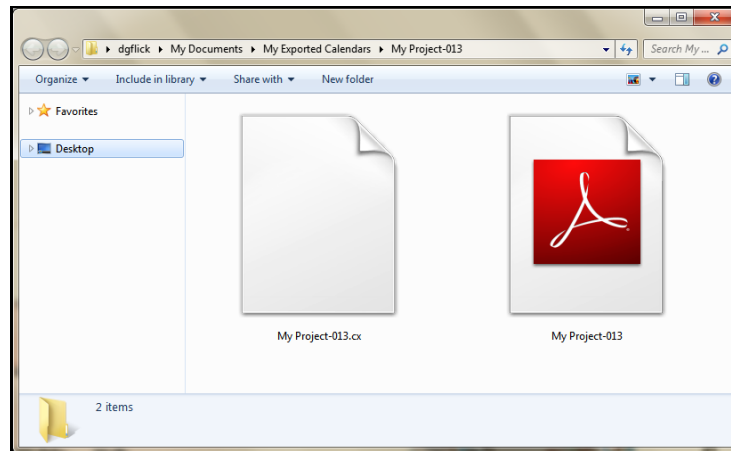



Image 7.2.2.2: Exported as PDF Final Output window

- If you wish to share the Calendar on your Facebook account then click on .

8.0 Open Project

Calendar Xpress gives you the great advantage of opening and editing the saved projects as many times as you want. It also lets you use the saved project as a template where you just need to insert your photos. This saves your time as well as your energy.

8.1 Open Saved Project

- To open a project that has been saved and exported, click on the Home icon of Calendar Xpress.
- You will be redirected to Home page where you can see 'Open' option at left bottom side.
- Click on 'Open' option.
- The projects you have saved are now displayed on the screen (Image 8.1.1)
- Select the project you wish to work on and then click on 'Open'.

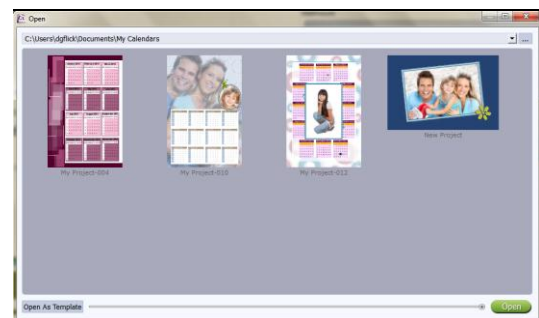


Image 8.1.1: The saved projects in the path

8.2 Open Project as Template

- To open a project as a template that has been saved and exported, click on the Home icon of Calendar Xpress.
- You will be redirected to Home page where you can see 'Open' option at left bottom side.
- Click on 'Open' option.
- The projects you have saved are now displayed on the screen (Image 8.2.1).
- Select the project you wish to use as a template and then click on 'Open as Template' button at left bottom side to use the same design with other photos as many times as you wish to.

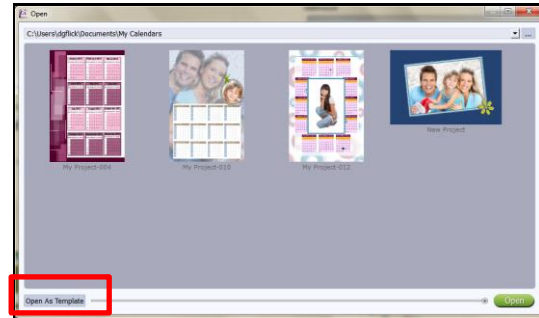


Image 8.2.1: The 'Open Project' window with 'Open as Template' option

9.0 TROUBLESHOOT

1. How many times I can install the software on the same machine?

Ans: You can install the software on the same machine for as many times as you needed but subject to no change in components such as Hard disk drive, Motherboard etc. If components changes then you would face an issue in registration, the software will consider you as a new user.

2. Can I install the software from the same DVD/CD on MAC as well as on Windows?

Ans: The installation DVD/CD comes with dual installation setup exe files of both MAC & Windows, so you can easily install on both operating systems with the same DVD/CD.

3. What if I misplaced the dongle?

Ans: In that case you have to inform us about the same by sending an E-mail to support@dgflick.com and we will provide you the new dongle. For that new dongle, you have to bare some cost which include dongle cost+ shipment +courier charges if any.

4. Can I get my Facebook photos directly in Calendar Xpress?

Ans: Yes, Calendar Xpress allows you direct access to your Facebook account; from where you can import your photos easily. You can also send your created Calendar to your Facebook account directly from Calendar Xpress.

5. Can I create my own Templates?

Ans: Yes, You can also create Templates of your own choices. Software gives you complete freedom to create and save your creations.

6. Can I add birthdays of my Facebook Friends to my Calendar?

Ans: Yes, you can add birthdays of your Facebook to your Calendar with a single click. You can edit them, change photos. In Calendar Xpress you can many events and their Collection manually.

7. Is it possible to create Wallet Calendar in Calendar Xpress?

Ans: Yes, Calendar Xpress allows you to create Calendar of any size. You can create category and size for any Calendar. (For Details refer section 3.2.1)

8. Is it possible to add photo of an event on a particular date?

Ans: Yes, you can add photo for the event on particular date. You can align it as per your preference as well as you can add caption to the event and align it too in Calendar Xpress.

10.0 SUPPORT

For additional technical support or clarification, please contact DgFlick offices/support via:

DgFlick Solutions Pvt. Ltd.,
203/204,
Shreeji Arcade,
M.G. Road,
Borivali (E),
Mumbai – 400066
Email: support@dgflick.com
Telephone: India +91 22 2968 68 68,
US +1-732-543-7676.